

BUNWELL PARISH COUNCIL
www.bunwell-pc.gov.uk

Chairman: M Booty,
Tel: 07712 048925
e-mail: cllr.mike.booty@bunwell-pc.gov.uk

Clerk: Mrs Margaret Ridgwell,
Tel: 01603 871636
e-mail: clerk@bunwell-pc.gov.uk

MINUTES of Bunwell Annual Parish Council Meeting held on Wednesday 6th May 2026 at the Village Hall, Bunwell.

Cllrs Present at the Meeting: Cllr M Booty (Chair), Cllr P Palmer, Cllr D Ward, Cllr R Watson and Cllr Julie Worth.

Also Present: Parish Clerk, County Cllr Catherine Rowett, District Councillor, Suzanne Wateridge and 4 members of the public.

MINUTES	ACTION
1. To elect a Chairman and to receive the Chairman's Declaration of Office. To elect a Vice-Chairman. Cllr Watson proposed and Cllr Palmer seconded that Cllr Mike Booty remain as Chairman and that Cllr Michael Crouch remains as Vice-Chairman. All were in favour and Cllr Booty signed his Declaration of Office.	
2. To receive apologies – Cllr M Crouch sent his apologies.	
3. To record declarations of interest from Council members in any item to be discussed – there were no declarations of interest.	
4. To appoint Defibrillator Warden, Footpath Warden and Play Area Warden – Cllr Watson agreed to remain as Defibrillator Warden, Katherine Womack was appointed as Footpath Warden and Cllr Crouch will remain as Play Area Warden.	
5. To approve the minutes of the Parish Council Meeting held on the 1st April 2026 – the minutes of the meeting held on 1 st April 2026, pages 648-655, having previously been circulated to all members, were agreed and signed by the Chair.	
6. Matters Arising from Previous Meeting:	Cllr Crouch and Cllr Palmer
6.1. Update on Village Emergency Plan – Cllr Palmer and Cllr Crouch will continue with updating this information.	
7. To discuss matters arising from the Annual Parish Meeting – Cllr Booty raised the matter of raising money for local initiatives and confirmed that the Parish Council would be receiving a grant of £1,000 from the South Norfolk In Bloom Fund - a new initiative designed to help towns and parishes transform and enhance their green spaces. This grant would be match-funded from PC funds and will help with schemes in the Parish, such as the rewilding area proposed for the Playing Field. Other possible projects include upgrading of the Village Hall kitchen, installing CCTV to enhance security of the area outside the Hall and changing facilities for sports teams using the Playing Field. Cllr Booty said that he would be preparing prices and relevant information for these projects so that if grants became available the application forms could be completed swiftly.	Cllr Booty
8. Resident's Questions – no questions were raised which had not been dealt with elsewhere in the meeting.	

- 9. To receive and discuss correspondence** – any correspondence of importance had been passed to councillors for consideration or are included in agenda items. An email had been received from Julie and David Wilson, giving details of a scheme they are setting up for a weekly Coffee Shop in the Village Hall on a Friday morning. Following discussion with the Councillors it was agreed that the Parish Council would help with the initial set-up costs of £500. Julie and David will be invited to complete the Funding Application Form which is on the PC website.
- 10. Working Groups** – relevant reports had been received and read out at the Annual Parish Meeting.
- 11. Highways Matters** – Notification had been received from Norfolk Highways Dept that Bunwell Street would be closed for 3 days from the 27th May to correct sections of failed asphalt. It is unclear whether the work will just involve repairs to manholes or potholes, or whether the road surface will be repaired.
- 12. Footpath Warden's Report** - The Footpath Warden, Katherine Womack, reported that she has collated details of all the footpaths in the parish into three areas - Area 1 covers the paths north of the B1113 (FP1-7), Area 2 covers the paths between the B1113 and Bunwell Hill/Low Common (FP8-14 and Bridleway 15), Area 3 is everything south of Bunwell Hill/Low Common (FP16-22). There are just under nine miles of paths across the parish. She has begun to report issues to the District Council, but it is a time-consuming job. She is also investigating whether footpaths shown on the Definitive Map are actually open and have not been closed or diverted. She plans to walk all the paths by the end of May and get problems reported and conduct a land survey to create a map showing which farms own what land.
- 13. Playground** – A date will be agreed soon to spring-clean both the Village Hall and the play equipment and residents will be invited to help. Cllr Worth offered to look into costings for two new picnic benches.
- 14. Planning Applications** – no new applications had been received since the last meeting.
- 15. Finance** -
- 15.1. Payments for April had been circulated and councillors agreed to these transactions.
- 15.2. The cashbook balance was noted.
- 15.3. Councillors had been sent the report from the Internal Auditor on the accounts for 2025-26 together with the AGAR. All councillors agreed with the Annual Governance Statement and the Chairman signed the Annual Governance and Accounting Report.
- 15.4. The Accounting Statements in the AGAR were also approved and signed and will be forwarded to the Government Auditors, PKF Littlejohn, for their approval.
- 16. To receive matters of importance from Councillors** – no matters were raised.
- 17. To receive items for the next Agenda for Consideration** – To follow up items raised above. The Parish Council Asset Register will be considered and approved.
- 18. Date of next meeting** – the next meeting will be held on Wednesday 3rd June 2026 at 7.30pm in the Village Hall.

Cllr Crouch
Cllr Worth

Meeting Closed 8.25pm

UNITY TRUST CURRENT ACCOUNT			
BALANCE AS AT 01.05.26			£21,294.86
UNITY TRUST DEPOSIT ACCOUNT			
BALANCE AS AT 01.04.26			£120,057.70
RECEIPTS AS AT 01.05.26			
DATE	RECEIVED FROM	DESCRIPTION	ACTUAL AMOUNT
23.04.26	South Norfolk Council	Precept	7,750.00
23.04.26	South Norfolk Council	CIL Payment	2,542.09
Current A/c Balance C/Fwd			£31,586.95
Deposit A/c Balance C/Fwd			£120,057.70

PAYMENTS FOR APPROVAL THIS MONTH: UNITY TRUST CURRENT ACCOUNT					
BALANCE AS AT 01.05.26			£21,294.86		
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	M Ridgwell	Apr Salary & Exps	342.15		
BACS	HMRC	PAYE to month 11	73.40		73.40
BACS	ICO	GDPR Annual Fee (pd by MR)	52.00		
BACS	SB Auditing	Annual Internal Audit	125.00		
BACS	Bunwell Village Hall	Hall Hire, March 26	36.00		
BACS	Bunwell PCC	Donation for Churchyard upkeep	1,000.00		
BACS	Gallagher	Annual Insurance Premium	1,154.37	118.33	
	Unity Trust	Service Charge	7.00		
Total			2,789.92	118.33	73.40
BALANCE C/FWD			£ 18,504.94		

CASHBOOK BALANCE: 06.05.26

Details	CR	DR	
Cash Book Balances Brought Forward			
Unity Trust Bank Current Account	A1	21,294.86	
Unity Trust Deposit Account	A2	120,057.70	
Receipts this month (see listed above)	B	10,292.09	
Payments this month (listed above)	C		
		2,789.92	
Cash Book Balances Carried Forward (=A1+A2+B-C)			148,854.73
Unity Current Account Balance			28,797.03
Unity Deposit Account Balance			120,057.70
Total Bank Balances			£148,854.73