

BUNWELL PARISH COUNCIL
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MINUTES of the **Parish Council Meeting** held on Wednesday 3rd April at the Village Hall, Bunwell.

Cllrs Present at the Meeting: Cllr J Chapman (Chair), Cllr R Smith, Cllr S Spooner, and Cllr R Watson

Also Present: Parish Clerk and 4 members of the public.

MINUTES	ACTION
<p>1. To receive apologies for absence – County Cllr Catherine Rowett and Cllr David Ward were unable to attend the meeting.</p> <p>2. To record declaration of interest from Council members in any item to be discussed –</p> <p>3. To agree the minutes of the Parish Council meeting on 6th March 2024 – The minutes of the previous meeting on the 6th March, pages 501-506, having previously been circulated to all members and agreed, were signed by the Chair.</p> <p>4. Matters Arising from Previous Minutes –</p> <p>4.1 The new lease for the Playing Field has been received and when signed will be returned to the landowner’s solicitors.</p> <p>4.2 Update on repairing signposting on Low Common – the repairs will be completed when the weather permits.</p> <p>5. To receive the County Councillor and District Councillors’ Reports – There were no reports from the County or District Councillors.</p> <p>6. Resident’s Questions – No matters were raised.</p> <p>7. To receive and discuss correspondence – emails received had been forwarded to Cllrs and dealt with as required. An email had been received from a resident expressing concern at the rise in the Parish Council Precept for the year 2024/25. All councillors had received the draft budget in January and the reasons for any increases had been discussed and agreed as prudent and necessary. Councillors felt that an estimated Band D increase of £0.76 per year (at the time the budget was approved) was proportionate. Provisional end-of-year annual figures to 31/03/24 show a very slight deficit (0.1% of turnover) for the financial year. It was pointed out that anyone experiencing difficulties in paying their Council Tax bill should contact the District Council and ask for assistance.</p> <p>8. Working Groups – to receive updates from:</p> <p>8.1 Planning Development Group – There are no updates to report.</p>	

- 8.2 Surface Water & Sewerage Group – Sarah Goddard reported the CC Highways Dept have completed their survey of roads in the area to mitigate the problem of surface water run-off by providing a new drainage system. The landowners had done their best to open up the water course at the rear of The Turnpike and Larkins Close, but unfortunately debris and rubbish soon collects and blocks the waterway again.
- 8.3 The consultation period for the National Grid Pylon Route from Norwich to Tilbury has not yet been advertised. Discussion took place concerning the impact this will have on the area around Bunwell and, in particular, the proposed Lorry Park in Low Common. The Parish Council will do all they can to back an undersea pipeline instead of pylons and try to mitigate the impact on the properties and countryside in the area.

9. Highway and Footpath Matters –

- 9.1 Highways: County Cllr Rowett will be in contact shortly with the result of her feasibility study to improve road safety on The Turnpike outside the Village Hall.
- 9.2 A new pole for use by the SAM2 machine to be sited when entering the village from Tacolneston has been ordered and will be installed shortly.
- 9.3 Tibenham PC had contacted the Parish Council concerning installing signs saying 'Horses' – nothing further has been heard from Tibenham PC.
- 9.4 Footpaths: The Footpath Warden, Cllr Spooner, reported that she had contacted the Highways Dept to ask that FP12 opposite Orchard Farm on Low Common be cleared and they said this will be done during their May clear-up. There was some confusion as to the correct route for FP14 and extra signage will be installed to help. Cllr Spooner has received the necessary paperwork to be used to make sure the footpath from Greenways down to the Ford on Barhams Lane is put on the Definitive Map. She now needs to gather user evidence from at least 12 local residents to prove that it's been used as a public right of way for at least 20 years. A map of the route and the user evidence forms are available on the Parish Council website.

10. Playground/Village Hall – The play equipment is all in good order.

11. Planning Applications – to discuss and vote on any new planning applications – No planning applications had been received since the last meeting.

12. Finance

- 12.1 Payments for March had been circulated and councillors agreed to these transactions. The Cashbook balance had been circulated to all Councillors and was noted.
- 12.2 The annual review of the Financial Risk Assessment Policy was discussed and agreed.
- 12.3 The end-of-year figures had been forwarded to Councillors and they all agreed that the accounts and paperwork could be passed to the Internal Auditor so that the AGAR form could be completed at the May meeting.

MINUTES

ACTION

13. To receive matters of importance from Councillors – Cllr Chapman said that he will repair the signage on the phone box housing the defibrillator opposite the shop.

14. To receive Agenda items for the next meeting – to follow up matters discussed above. Arrangements for the Annual Meeting and Annual Parish Meeting on Wednesday 1st May 2024 will be finalised and advertised.

15. Date of next meeting – Wednesday 1st May 2024 at **7.00pm**.

Meeting Closed 8.35pm

BARCLAYS COMMUNITY ACCOUNT	
BALANCE AS AT 06.03.24	£0.10

RECEIPTS THIS MONTH – UNITY TRUST CURRENT ACCOUNT			
BALANCE AS AT 06.03.24			16,429.69
DATE	RECEIVED FROM	DESCRIPTION	ACTUAL AMOUNT
BALANCE C/FWD			16,429.69

PAYMENTS FOR APPROVAL THIS MONTH: UNITY TRUST CURRENT ACCOUNT					
BALANCE AS AT 06.03.24				£16,429.69	
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	HMRC	Periods 7-10	230.00		230.00
BACS	Norfolk PTS	Annual Subscription	155.00		
BACS	M Ridgwell	Mar Salary & Exps	308.75		68.60
BACS	Bunwell Village Hall	Hall rental Feb	30.00		
Total			493.75		68.60
RECEIPTS					
BALANCE C/FWD				£15,935.94	

CASHBOOK BALANCE: 03.04.24

Details	CR	DR	
Cash Book Balance Brought Forward (Barclays Saver A/c & Unity Bank)	16,429.79		
Receipts this month (see listed above)	A		
Payments this month (listed above)		C	493.75
Cash Book Balance Carried Forward (=A+B-C)			15,936.04
Barclays Savings A/c balance			0.10
Unity Balance			15,935.94
TOTAL CASH IN BANK:			15,936.04