

Minutes of Barningham Annual Parish Council Meeting held on Wednesday 7<sup>th</sup> June 2023 at 7:00 pm in Barningham Village Hall.

Present: Cllrs: C Hammond, R Baxter, J Chalmers, T Steer & L Hebert

### **1. Apologies for absence**

Apologies received from: Cllr N Martineau, D Cllr Bull & C Cllr Spicer

### **2. Members Declarations of Interest and Dispensations:**

2.1 To receive declarations of interest from councillors on items on the agenda.

2.2 To receive written requests for dispensations for disclosable pecuniary interests.

2.3 To grant dispensations as appropriate under Section 33 of the Localism Act.

**3. Minutes** - The minutes of the Wednesday 17<sup>th</sup> May 2023 meeting were agreed and signed as a correct record.

### **4. Meeting open to the public**

A resident came to the meeting to discuss the poor condition of the grass cutting in the village. There have been several complaints received from the residents who feel the village is looking quite scruffy at the moment. The standard of cutting seems very poor this year with lots of long grass remaining, especially at the edges of the areas being cut. A mess is being left behind, in some areas, by the discharged grass, this can cause a real trip hazard. The area in the middle of Hopton Road does not appear to have been cut at all. Bishops Croft was also missed previously. The Clerk explained that there are three different contractors responsible for different areas of the village. The Clerk will contact the contractors to ask them to rectify the situation. **Action Clerk**

A drain cover in the pavement, along side the B1111, was reported as being cracked. The Clerk will ascertain who is responsible for this and make sure it is reported. **Action Clerk**

Concerns were raised about larger vehicles damaging the verges, particularly in Hepworth Road. The Clerk will report this to C. Cllr Spicer. **Action Clerk**

### **5. Report from County Councillor: J Spicer**

To discuss options for speed control measures Bardwell Road as discussed at the last meeting. Cllr Spicer was unable to attend the meeting but had asked the Clerk to inform the Councillors that she is arranging a site meeting for Monday and to ask that someone from the Parish Council attend. Cllr Steer and the Clerk will attend. At this meeting Cllr Spicer will be asked to consider the installation of a hidden dip sign and also to look at the issue of speeding in Coney Weston Road. **Action Cllr Steer/Clerk**

### **6. Report from WS Councillor: C Bull**

Cllr Bull was unable to attend the meeting.

### **7. Chairman's reports**

To follow.

### **8. Clerk's Report**

8.1 To discuss insurance renewal.

The Clerk has done some work comparing insurance providers. This information was shared with the Councillors for consideration. It was agreed to change from our provider, to BHIB and to commit to a 3-year long term undertaking this will save £372.76 in this first year alone. **Action Clerk**

8.2 Coffee Caravan

The Coffee Caravan will return, to Jarrold Close, from 10am -12 noon on 26<sup>th</sup> June.

### **9. Finance.**

### 9.1 To consider invoices for payment.

Admin	Payment	Various	£2,007.30
Grass cutting	Payment	Countryside, conservation and tree services	£316.80
insurance	Payment	BHIB	£751.69
Clothing bank	Receipt	Alford Storage	£9.00
interest	Receipt	interest	£28.94

### 9.2 Bank reconciliation and budget report

#### 13.2 Bank reconciliation and accounts update.

The Clerk provided an up-to-date bank reconciliation, budget report and schedule of payments for the Councilors information.

### 9.3 End of Year Accounts. To confirm submission and compliance

The Clerk has submitted the accounts to PKF Littlejohn for audit. The required information, required under the Transparency Code, has been uploaded to the website.

### 9.4 VAT claim update

The Clerk has not received any notification from HMRC regarding our recent VAT claim. She knows the claim was received, as some other documentation in the same envelope has been actioned. The Clerk has resubmitted the claim.

**Action Clerk**

## 10 Village matters.

### 10.1 To review defibrillator awareness training session.

We had a reasonable turn out for the defibrillator awareness event, with 14 people in attendance. The event was well presented and very informative, giving those present the confidence to use the defibrillator with a bit more sureness if they ever find themselves in position to need to use the device. It was agreed that we should look at making this more of a regular event and will discuss this as an option early next year.

**Action Clerk**

### 10.2 To receive update on revenue from Clothing bank.

We have received two payments so far £31.50 and £9.00 from the clothing bank. It was proposed that we wait and see how much income we receive, over a longer period, as we were struggling to find a local charity to benefit from the money. A decision can then be made about what we would like to do with the funds.

**Action Clerk**

### 10.3 To discuss options for a plaque for the Jubilee tree at Church Gardens

As Cllr Martineau was unable to attend the meeting, and as this was a matter he had raised, it was agreed to discuss it at the next meeting when he would be in attendance.

**Action Clerk**

### 10.4 To discuss 20's plenty campaign.

The Councillors decided that this was not something that they want to pursue at this time.

### 10.5 to confirm works undertaken to the Sandy Lane footpath.

The Clerk has arranged for the verge, alongside the footpath, to be cut back. This work has now been completed.

## 11. councillors' roles

To discuss and agree Councillors roles and responsibilities.

The following roles and responsibilities were updated to reflect the changes to the Council:

### INDIVIDUALS

Chairman **Cllr Hammond**

Vice Chairman **Cllr Steer**

Highways – Grit bins Potholes, road signs, etc.: - **Cllr Steer**

Transport - Bus Times, community transport – **Cllr Hebert**

Storage – Anton Woodward. Although no longer on the Parish council Anton Woodward is still happy to store Parish Council equipment. The Clerk will confirm which items Mr Woodward still holds.

**Action Clerk**

Communication- Village magazine, 6 monthly newsletters etc.: **Cllr Baxter**

Web site – Cllr **Chalmers/Clerk**

Social media – Cllrs **Steer/Chalmers**

VAS/Speedwatch – **Cllr Steer**

Community Affairs — village hall: - **Cllr Chalmers**

All Legal- **Cllr Hebert**

Police Liaison – **Cllr Hammond**

Cemeteries: **Cllr Chalmers**

Environment- footpaths, trees, Aggies: - Cllr **Baxter**

Doctors' liaison: - **Cllr Hammond**

### WORKING PARTIES

Emergency Plan: **Cllr Baxter, lead, All**

Council Policies – Review of and implementation of documents, Standing orders, risk assessment etc. **All Councillors**

Employment & Finance **All Councillors**

Councillors Neighbourhood plan: **Cllr Hammond, Chalmers, Hebert & Martineau**

These roles will be confirmed, and perhaps changed as Cllr Martineau was not at the meeting to be involved in the discussion.

**Action Clerk**

## 12. Aggies Piece

To receive update on wetland project progress.

Problems locating the manhole covers at Aggies Piece continues. Sam Hurst, from Norfolk Rivers Trust has been down and had a poke around in the undergrowth but could not spot any manholes on Aggie's. There is a concrete cover on the roadside with concrete slats over the top, but they were too heavy for him to move and inspect. Sam will check with Anglian Water to see if they have adopted the culvert but Sam suspects that it is ours as it is unlikely to have any domestic surface water drainage entering it and it is underneath our land (at some if not all of its length).

Sam Hurst's next steps are to hire some survey equipment to trace the path of the culvert from upstream of the road under Aggie's and a ditch culvert from the north that must join it. Once we know the course, we may be able to metal detect for any covers and identify the best point to break into the culvert. Sam provided some photos of the inlet the trash screen and he reported that he felt it would block easily causing the road (and aggies to flood) if not cleared of debris. Horizontal bars like this are usually avoided because they cause additional build-up of debris that would normally flow through the culvert unhindered and they impede the cleaning process of the screen. He recommended that this should be replaced with a sloping trash screen to allow floating debris to be pushed up and not impede the flow of water and some barrier posts. The screen is on land owned by a local landowner. Once more information has been ascertained about the ownership of the drain we can move forward with the project.

### **13. Caretakers report Circulated.**

A quieter month fortunately. The zipwire seat has been re-installed and I will monitor its condition. I have cleaned the mildew off the wooden benches in the Cemetery, Play Area, and Cricket Meadow; I have also cleaned the noticeboard in the Cemetery. The shrubs along the elevated path have been cut back with shears again. There was one bins-only week this month.

### **14. Play area /Cricket Meadow to receive any update.**

#### **14.1 To discuss use of weed killer on the Cricket Meadow**

It was agreed that, although it was good to avoid the use of weed killer where possible, it was fine to use it where no other alternative was viable. **Action Clerk**

Hags are delivering the replacement part for ladder unit directly to Peter Kerry. Hopefully they will also provide the required tool so that he can swap the pieces over.

### **15. Churchyard/Cemetery**

#### **15.1 Notification of interment of the late Ian Diggles**

Notification of the interment of the late Ian Diggles was received. A date for this is still to be confirmed.

15.2 the letters, confirming the regulations are still in hand. They will be sent out soon.

**Action Clerk**

### **16. Neighbourhood Plan.**

#### **16.1 Update on grant funding and next steps**

The Clerk has contacted our consultant about arranging a meeting to look at next steps.

**Action Clerk**

**17. Planning.** to include any applications/decisions received since the agenda was posted.

None received.

### **18. Councillors reports and items for future agenda**

Cllr Baxter asked that Councillor training be included as an agenda item for the next meeting.

**Action Clerk**

Cllr Steer has repaired and removed the VAS device to Bardwell Road.

It was reported that the rubber gate stopper, on the gate to the children's play area, is missing.

The Clerk will speak to the village caretaker about this.

**Action Clerk**

### **19. Correspondence for information**

### **20. Date of next meeting 5<sup>th</sup> July 2023**

### **21. To consider the exclusion of the public and press in the public interest for consideration of the following items:**

21.1 Personnel Issues.

21.2 Legal Issues.