

BUNWELL PARISH COUNCIL
THE PARISH COUNCIL OFFICE, THE OLD TURNPIKE, BUNWELL, NORWICH, NR16 1SN
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MINUTES of the parish council meeting held on Wednesday 5th January 2022 at the Village Hall, Bunwell.

Cllrs Present at the Meeting: Cllr R Smith, Cllr D Dickson and Cllr A Penman.

Also Present: Parish Clerk, County Cllr B Duffin and 2 members of the public.

MINUTES

ACTION

- 1. To receive and approve apologies for absence** – Cllr D Crawford and Cllr J Pennell sent their apologies.
- 2. Declaration of interest in items on the agenda and to consider any requestions for declarations** – there were no declarations of interest or requests for declarations.
- 3. To agree the minutes of the Parish Council meeting on 1st December 2021**
- The minutes of the previous meeting on 1st December 2021, pages 403-405, having previously been circulated to all members, were signed by the Chair.
- 4. Matters Arising from the Previous Minutes** - Bunwell Primary schools and The Heartbeat Trust will be co-ordinating a convenient time to fit the new defibrillator cabinet at the school. Cllr Crawford has offered to pass on information on maintaining the defibrillators to any new councillor who is interested in this important task.
- 5. To Consider Recruitment of New Councillors** – Notices had been put up around the village and two residents had expressed an interest – we await their application forms. It was felt that personal invitations to residents would be the best way to encourage interest, but this is not always easy, and any other ideas would be very welcome. Cllr Penman has now formally resigned from the council and Cllrs Smith and Crawford said that they would resign following the February meeting. Cllr Dickson said she would remain a councillor for the time being until new councillors were recruited. The Clerk explained that as it is necessary to have a quorum of 3 councillors at a meeting in order to make lawful decisions, if this was not possible then South Norfolk Council would be asked to provide stand-in councillors for Bunwell PC from the ranks of County and District Councillors. County Cllr Duffin has kindly agreed to stand in if this becomes necessary. The Clerk also advised that any new applicants could be trained promptly by Norfolk Parish Training Support so that they were able to take an active and effective part in council business without delay. Cllr Smith thanked Cllr Penman for her support of the Parish Council during her time in office.
- 6. Resident's Questions** – There were no questions from residents at the meeting, but Cllr Smith reported that although he had delivered notices asking residents in

Greenways not to park on the footway these had only provided a short-lived solution and this anti-social behaviour was still causing a hazard for pedestrians, particularly those with pushchairs or wheelchair users.

- 7. To receive the District and County Councillors' Reports** – County Cllr Duffin reported that although Covid restrictions had been increased, the Government ruling for local government is that meetings must still be face to face.
- 8. To receive and discuss correspondence** – emails received during the previous month had been forwarded to councillors for their attention and attended to. Cllr Smith said that a resident had approached him to complain that not only did dog-owners not clear up their dog's excrement, but a horse-rider had been riding their animal on the public footway in Bunwell Street and allowed their horse to foul the pavement. This was most unpleasant for walkers and a health hazard to children. A note will be put in the Parish Newsletter asking for riders not to ride on the footpath as this is illegal.
- 9. Highway Matters** – outstanding matters will be discussed with Adam Mayo of Highways when he visits Bunwell in the near future and County Cllr Duffin agreed to contact him and accompany him and Cllr Smith on his visit.
- 10. Footpath Warden's Report** –. The matter of responsibility for maintaining Brick Kiln Lane will be raised with Adam Mayo.
- 11. Playground & Carpark** – Cllr Smith and Mr Gledhill have kindly agreed to help with the upkeep of the playground and equipment, even though they will no longer be members of the Parish Council.
- 12. Report received from the Bunwell Housing & Development Group (BHDG)**
A new development application in Bunwell had been added to the 'New and Revised Sites November 2021' under the South Norfolk Village Cluster Housing Allocation Plan. The site is for 3 dwellings on the corner of Barhams Lane and Church Lane. He had produced a report from the BHDG following a site meeting of members and this report and supporting photographs was approved by the Parish Council and will be sent to South Norfolk Planning Department. The conclusion of the BHDG members was that this site was unsuitable for development.
- 13. Planning Applications – to discuss and vote on any new planning applications** – planning applications 2021/2727, 2021/2767 and 2021/2077 had been circulated and reviewed by all Councillors and no objections or comments had been raised. Planning Application 2021/2678 for a new detached dwelling on land west of 49 Bunwell Street had also been considered and a detailed report had been agreed and sent to S Norfolk Planning giving reasons why this plot was not suitable for development and should be rejected.
- 14. Finance**
- 14.1.** Payments for the month had been circulated and councillors agreed to these transactions.
- 14.2.** Cashbook balance – this had been circulated to all Councillors and was noted.
- 14.3.** The proposed Budget for 2022/23 had also been circulated to Councillors and a Precept of £14,000 for the year was agreed.
- 15. To receive matters of importance from Councillors** – Cllr Smith said that he

had been approached by the Village Hall asking for a donation of £150-£200 for an event they want to organise for the Queen's Jubilee for Bunwell and Carleton Rode schools on Jubilee Day. Councillors agreed that a donation of £200 be made.

16. To receive items for the next Agenda for Consideration – Councillor recruitment, to approve appointment of Anne Barnes as Internal Auditor

17. Date of next meeting – Wednesday 2nd February at 7.30pm in the Village Hall.

Meeting Closed 8.50pm

BARCLAYS COMMUNITY ACCOUNT	
BALANCE AS AT 01.12.21	£0.10

RECEIPTS THIS MONTH – UNITY TRUST CURRENT ACCOUNT			
BALANCE AS AT 01.12.21			£19,565.45
DATE	RECEIVED FROM	DESCRIPTION	ACTUAL AMOUNT
BALANCE C/FWD			£19,565.45

PAYMENTS FOR APPROVAL THIS MONTH: UNITY TRUST CURRENT ACCOUNT					
BALANCE AS AT 01.12.21				£19,565.45	
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	HMRC	HMRC, Nov-Jan	146.40		146.40
BACS	Info Comm Office	Data Protection Fee (Pd by M Ridgwell)	40.00		
BACS	Wix	Yearly Domain Name and Hosting	93.60	15.60	
BACS	M Ridgwell	Dec salary & exps	257.65		48.80
	Unity Bank	Service Charge	18.00		
TOTAL			555.65		
BALANCE C/FWD				£19,009.70	

CASHBOOK BALANCE: 05.01.22

Details	CR	DR	
Cash Book Balance Brought Forward (Barclays Saver A/c & Unity Bank) A	19,565.45		
Receipts this month (see listed above) B			
		Payments this month (listed above) C	555.65
		Cash Book Balance Carried Forward (=A+B-C)	19,009.80
		Barclays Savings A/c balance	0.10
		Unity Balance	19,009.70
		TOTAL CASH IN BANK:	19,009.80