

BUNWELL PARISH COUNCIL
THE PARISH COUNCIL OFFICE, THE OLD TURNPIKE, BUNWELL, NORWICH, NR16 1SN
www.bunwellpc.info

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MINUTES of the **Annual Parish Council Meeting** held on Wednesday 10th May 2023 at the Village Hall, Bunwell.

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

Also Present: Parish Clerk, and 2 members of the public.

MINUTES

ACTION

- 1. To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office** - Cllr R Smith proposed that Cllr J Chapman be elected Chairman. This proposal was seconded by Cllr Spooner and agreed by all. Cllr Chapman signed the Chairman's Declaration of Acceptance of Office. **To elect a Vice-Chairman** – Cllr J Chapman proposed, and Cllr S Spooner seconded, that Cllr R Smith be appointed as Vice-Chairman. All were in agreement.
- 2. Newly elected councillors to sign their Declaration of Acceptance of Office** – Having been elected at the recent elections, Cllrs Chapman, Spooner and Smith signed their Declaration of Acceptance of Office. Mr Rupert Watson had completed his Co-option Application form and all councillors were in agreement that he be re-elected to the Parish Council. Cllr Chapman gave his grateful thanks to the two retiring councillors, Cllr Daphne Dickson and Cllr Tom Harvey, for their support given to the Parish Council during their term of office.
- 3. To receive apologies** – no apologies were received.
- 4. To record declaration of interest from Council members in any item to be discussed** – there were no declarations of interest.
- 5. To appoint Defibrillator Warden, Footpath Warden and Play Area Warden** – Cllr Chapman agreed to take on responsibility for the defibrillators; Cllr Spooner agreed to take on the responsibility of the Footpath Warden; and Cllr Smith agreed to take on responsibility for the Play Area.
- 6. To agree the minutes of the Parish Council meeting on 5th April 2023** - The minutes of the previous meeting on 5th April 2023, pages 456-458, having previously been circulated to all members, were signed by the Chair. The Minutes of the Annual Meeting on the 3rd May 2023 were also agreed and signed.
- 7. To discuss matters arising from the previous Parish Council Meeting on the 5th April 2023** – matters for discussion will be raised in the relevant items below.

8. Matters Arising from the Annual Parish Meeting Minutes –

8.1. Councillors were pleased to receive details of vehicles passing through Bunwell from PC Phillips at the Annual Meeting, and it was gratifying to know that the Police are regularly monitoring the speed of vehicles through the village. The Police will also be asked to give regular updates on the crime figures in the Parish. PC Phillips also advised that anyone observing any crime, such as vandalism, should ring 999 and report it immediately. Anyone with evidence of a crime after the event should ring 101 to report it. The more reports that are received, the more the Police will be able to analyse the findings and take any action necessary.

9. Resident's Questions – There were no questions from residents.

10. To receive and discuss correspondence – emails received had been forwarded to Cllrs and dealt with as required.

11. Highway Matters – A new post had been erected on Mile Road ready to be used for the SAM2 machine. Cllr Smith will liaise with Mr Hoolahan and Mr Goddard to arrange for the machine to be moved regularly between the four locations in the village. Mr Gledhill had sent in a report on the recent survey he had carried out with residents on the efficiency of the Anglian Water Sewerage System. Generally, residents were fairly satisfied, but residents in the NA and NE postcode areas have experienced considerable problems with standing water and overflowing sewerage. Mr Gledhill is following up his findings with Anglian Water, particularly having in mind that more houses are likely to need to use the existing system in due course. He will keep the PC informed.

**Cllr
Smith**

12. Footpath Warden's Report – Cllr Spooner suggested that the Highway Rangers, who are visiting the village in the near future, be asked to re-erect the footpath sign on Wood Lane at the entrance to FP8 and to clear the trod path along the Turnpike. The Clerk will draft a letter to Eastons concerning the entrance to FP8 asking that the footpath be reinstated for walkers with pushchairs or wheelchair users. She also suggested that the visibility should be improved at the entrance from Church Lane to the new houses along The Turnpike by removing a portion of hedge on each side of the entrance.

Clerk

13. Playground & Carpark – Cllr Smith reported that he had been in contact with the Chairman of the Village Hall Committee concerning replacing the fence on the roadside and also the possibility of erecting a new noticeboard to display Village Hall and Parish Council notices. It was suggested that some funding might be available from Saffron Housing and the rest of the cost be shared between the Village Hall and the Parish Council. Various items of maintenance have been reported as requiring attention, such as removing the broken leg press, and these will be attended to shortly.

14. Planning Applications – to discuss and vote on any new planning applications – Applications had been received as follows:

14.1. Application No. 2023/0876, 17 Bunwell Street. Proposal - erection of detached annexe. Councillors were in agreement with this application but wanted to comments that a clause be included in the approval to say that the annexe should not be subsequently sold, rented, or otherwise occupied independently of the main dwelling.

- 14.2. Application No. 2023/0933, Church Farm Barn, Church Lane Bunwell Norfolk NR16 1SL. Proposal - Three new single storey outbuildings (office, workshop and cart lodge) and flue to existing main barn. Councillors queried the external finish of the buildings in question and requested that the roofs be constructed of red pantiles, not black corrugated roofing.

15. Finance

- 15.1. Payments for the month had been circulated and councillors agreed to these transactions.
- 15.2. Cashbook balance – this had been circulated to all Councillors and was noted.
- 15.3. The Councillors considered and approved the Annual Governance Statement of this year’s AGAR.
- 15.4. The Councillors considered and approved the Accounting Statements and report from the Internal Auditor as part of this year’s AGAR.

16. To receive matters of importance from Councillors – Cllr Chapman suggested that he make enquiries about painting the telephone kiosk housing the defibrillator opposite the Village Stores. Councillors were in agreement that he go ahead.

17. To receive items for the next Agenda for Consideration – To follow up items raised above.

18. Date of next meeting – Wednesday 7th June, 2022 at 7.30pm

Meeting Closed 8.40pm

BARCLAYS COMMUNITY ACCOUNT	
BALANCE AS AT 05.04.23	£0.10

RECEIPTS THIS MONTH – UNITY TRUST CURRENT ACCOUNT			
BALANCE AS AT 05.04.23			£15,812.94
DATE	RECEIVED FROM	DESCRIPTION	ACTUAL AMOUNT
14.04.22	South Norfolk Council	Coronation Grant	200.00
27.04.22	South Norfolk Council	Precept	7,250.00
BALANCE C/FWD			£23,262.94

PAYMENTS FOR APPROVAL THIS MONTH: UNITY TRUST CURRENT ACCOUNT					
BALANCE AS AT 05.04.23				£15,812.94	
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	Bunwell PCC	Annual donation for churchyard	1,000.00		
BACS	Bunwell PCC	Donation towards Coronation Celebration	100.00		
BACS	Bunwell Village Hall	Hall Hire Mar	30.00		
BACS	Bunwell Village Hall	Hall Hire Apr	30.00		
BACS	SB Auditing	Annual Internal Audit	90.00		
BACS	CGM Group	Playing Field Maintenance Apr	323.34	53.89	
BACS	CGM Group	Playing Field Maintenance May	323.34	53.89	
BACS	HMRC	PAYE Periods 9-12 incl	258.44		258.44
BACS	M Ridgwell	Apr salary & exps	305.75		64.60
		Total	2,460.87	107.78	323.04
BALANCE C/FWD			£13,352.07		

CASHBOOK BALANCE: 10.05.23

Details	CR	DR	
Cash Book Balance Brought Forward (Barclays Saver A/c & Unity Bank) A	15,813.04		
Receipts this month (see listed above) B		7,450.00	
Payments this month (listed above)			C 2,460.87
Cash Book Balance Carried Forward (=A+B-C)			20,802.17
			Barclays Savings A/c balance 0.10
			Unity Balance 20,802.07
			TOTAL CASH IN BANK: 20,802.17