

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

**Chairman:** R Smith,  
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**MINUTES** of the parish council meeting held on Wednesday 1<sup>st</sup> March 2023 at the Village Hall, Bunwell.

**Cllrs Present at the Meeting:** Cllrs R Smith, S Spooner, D Ward and R Watson

**Also Present:** County Cllr Barry Duffin, Parish Clerk, and 7 members of the public.

MINUTES	ACTION
<p><b>1. To receive apologies for absence</b> – Apologies were received from Cllrs J Chapman, D Dickson and T Harvey.</p>	
<p><b>2. Declaration of interest in items on the agenda and to consider any requests for declarations</b> – There were no declarations of interest.</p>	
<p><b>3. To approve the minutes of the Parish Council meeting on 1<sup>st</sup> February 2023</b> - The minutes of the previous meeting on 1<sup>st</sup> February 2023, pages 448-451, having previously been circulated to all members, were agreed and signed.</p>	
<p><b>4. Matters Arising from the Previous Minutes –</b></p> <p>4.1. Anglian Water have carried out repairs to correct standing water outside Nos.139/141 Bunwell Street. They have passed our request to their Liaison Planning Team for a representative to attend a Parish Council meeting to discuss the capacity of the sewerage system in Bunwell when new houses are added in future and will reply in due course.</p> <p>4.2. Cllr Smith will be contacting NARS (Norfolk Accident &amp; Rescue Service) to arrange a date for Defibrillator training at Bunwell. Once this has been agreed he will invite local Parish Councils to send councillors or residents. Councillors agreed that a new defibrillator cabinet be fitted in the telephone kiosk opposite the shop and Cllr Chapman has arranged this.</p>	<b>Cllr Smith</b>
<p><b>5. To receive the District and County Councillors' Reports</b> – County Cllr Duffin reported that Cllr Martin Wilby has had to stand down as head of the Highways Committee and Cllr Graham Plant has taken over the role. The NCC Budget for next year was confirmed at the meeting on the 21<sup>st</sup> February which is an increase of 4.9% on the previous year. The increase in spending is largely due to the increase in energy costs in schools which the County Council have had to meet. NCC are shortly meeting the planners of the proposed new Pylon installation across East Anglia, together with Suffolk CC and Essex CC.</p>	
<p><b>6. Resident's Questions</b> – There were no new matters raised that would not be covered later in the meeting.</p>	

- 7. To receive and discuss correspondence** – emails received included a request from the Dogs Trust to display a banner on the fencing at the playground for a period of 3-4 weeks asking for help from volunteer dog fosterers. Councillors agreed to this request. A resident had emailed asking for the Council's approval to move a bus stop slightly to allow them to install a new driveway and drop kerb at 156 Bunwell Street. The Councillors confirmed that the move has their approval, and the matter could now be forwarded to NCC Highways Dept for them to give their views and approval.
- 8. Highway and Footpath Matters –**
- 8.1. Cllr Ward reported that he had tried to contact Norfolk Constabulary's Speedwatch Co-ordinator but had been advised that the Local Engagement Officer is the person who could help. He will continue to pursue the matter. **Cllr Ward**
- 8.2. The Highways Dept have not yet replied to give their advice and permission to erect another post to allow our SAM2 speed awareness machine to be used in multiple sites in the village. The Councillors agreed to the preferred siting of a new post on the left-hand side of the road just beyond the 30mph limit sign when entering Bunwell from Spooner Row, close to the dog bin. Highways will be contacted again to ask for their approval. **Clerk**
- 8.3. No information had been received yet from Highways concerning the obstruction at the entrance to the Public Footpath from Wood Lane at the rear of the Playing Field or the obstruction on the trod path along the Turnpike, or the dumping of hardcore on the grass verge on Greenways. Cllr Smith advised that the condition of the verge at Greenways is the responsibility of Saffron Housing and he will speak to them soon. **Cllr Smith**
- 9. Playground & Carpark** – It had been suggested that additional lighting outside the Hall, possibly with the installation of a new motion sensor, would help with security and safety of visitors, and that the fencing which was damaged by a vehicle should be repaired. The Village Hall Committee meet next week, and Cllr Smith has agreed to attend to raise these matters and offer help from the Parish Council. **Cllr Smith**
- 10. Report received from the Bunwell Housing & Development Group (BHDG)**  
Mr Gledhill reported that the members of the BHDG had considered their response and comments to be passed to South Norfolk Council as part of the consultation process for ensuring the Village Clusters Housing Allocations Plan is legally compliant and sound. These comments had been forwarded to all Parish Councillors for them to consider and they agreed to these responses. The details of the Consultation document and the responses are available via a link on the PC website under the tab: Services and Amenities – Development Planning Group. Mr Gledhill said that one particular concern is that the present sewerage system in the village may not be able to cope with an additional 35 houses in future. He suggested that a short survey be carried out with residents using the present system to obtain their views on the efficiency of the system so more information is available to present to Anglian Water if they are able to attend a Council meeting in the near future. **Clerk**
- 11. Planning Applications – to discuss and vote on any new planning applications** – Planning Applications Nos 2023/0429, an extension at Staddles, The Barns, Bunwell, Norfolk NR16 1LZ and 2023/0436, an extension at Ivydene, Wymondham Road, Bunwell, Norfolk NR16 1NB had been considered by Councillors and no objections were raised.

At the previous meeting it was suggested that the Planning Department be contacted to ask for clarity on the matter of lighting outside properties and their impact on the dark skies in Bunwell. The Planning Department had responded stating "external lighting is generally considered permitted development". However, if the Council were concerned about a particular planning application they were "encouraged to raise their concerns when responding to consultation when there is particular concern or external lighting had been indicated". The Councillors agreed to consider this advice when looking at future applications.

**12. Council Policies** – Councillors had received updated copies of Council Policies for approval. The following policies: Complaints; Co-option; Delegation of Planning Decisions; Draft Guide for Public on Meeting Procedures; Equality & Diversity; GDPR; Health & Safety Policies were all approved. These are now available on the PC website.

**13. Finance -**

13.1. Payments for February had been circulated to councillors and were agreed.

13.2. Cashbook balance – this was noted.

**14. To receive matters of importance from Councillors** – It had been suggested that the Parish Council purchase commemorative mugs for the Coronation of Charles III to be given to children at Bunwell School. A price of £415.44, incl. VAT, had been given for 108 mugs depicting the official Coronation Emblem and Bunwell's name. Quotations for 125 and 150 mugs will be requested so that extra mugs could be offered for sale in the village. These quotes will be considered before making a decision, but all councillors agreed to the purchase.

**15. To receive items for the next Agenda for Consideration** – to receive an update on the Police Speedwatch scheme and Defib training.

**Date of next meeting** – Wednesday 5<sup>th</sup> April 2023.

**Meeting Closed 9.10pm**

<b>BARCLAYS COMMUNITY ACCOUNT</b>					
<b>BALANCE AS AT 01.02.23</b>					<b>£0.10</b>
<b>RECEIPTS THIS MONTH – UNITY TRUST CURRENT ACCOUNT</b>					
<b>BALANCE AS AT 01.02.23</b>					<b>£18,346.94</b>
<b>DATE</b>	<b>RECEIVED FROM</b>	<b>DESCRIPTION</b>	<b>ACTUAL AMOUNT</b>		
<b>BALANCE C/FWD</b>					<b>£18,346.94</b>
<b>PAYMENTS FOR APPROVAL THIS MONTH: UNITY TRUST CURRENT ACCOUNT</b>					
<b>BALANCE AS AT 01.02.23</b>					<b>£18,346.94</b>
<b>PAY TYPE</b>	<b>PAYEE</b>	<b>DESCRIPTION</b>	<b>ACTUAL AMOUNT</b>	<b>VAT</b>	<b>PAYE</b>
BACS	Bunwell Village Hall	Hall Hire Jan	30.00		
BACS	Community Heartbeat	Replacement defib box & fitting	1,230.00	205.00	
BACS	M Ridgwell	Jan salary & exps	305.75		64.60
		<b>Total</b>	<b>1,565.75</b>	205.00	64.60
<b>BALANCE C/FWD</b>					<b>£16,781.19</b>

**CASHBOOK BALANCE: 01.03.23**

<b>Details</b>	<b>CR</b>	<b>DR</b>	
Cash Book Balance Brought Forward (Barclays Saver A/c & Unity Bank) <b>A</b>	<b>£18,347.04</b>		
Receipts this month (see listed above) <b>B</b>			
Payments this month (listed above) <b>C</b>			<b>1,565.75</b>
Cash Book Balance Carried Forward (=A+B-C)			<b>£16,781.29</b>
<b>Barclays Savings A/c balance</b>			<b>0.10</b>
<b>Unity Balance</b>			<b>£16,781.19</b>
<b>TOTAL CASH IN BANK:</b>			<b>£16,781.29</b>