

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 Monday 23rd June 2021 at the Village Hall, Bunwell.

Cllrs Present at the Meeting: Cllr R Smith (Chair), Cllr M Cobbold, Cllr D Dickson and Cllr A Penman.

Also Present: The Locum Parish Clerk, Sara Campbell, and one member of the public.

MINUTES	ACTION
<p>1. To receive and approve apologies for absence – apologies for absence were received from Cllrs Crawford and Pennell.</p>	
<p>2. Declaration of interest in items on the agenda and to consider any requests for declarations – there were no declarations of interest or requests for declarations.</p>	
<p>3. To agree the minutes of the Parish Council meeting on 3rd May, 2021 - The minutes of the previous meeting on 3rd May 2021, pages 382-385, having previously been circulated to all members, were agreed and signed by the Chair.</p>	
<p>4. Matters Arising from the Previous Minutes - 4.1. The two defibrillator cabinets have not arrived. A survey of Electric, water and earthing has been undertaken at Bunwell and Carleton Rode Schools and will be sent to the cabinet suppliers who will fit and wire the cabinets.</p>	
<p>5. Resident's Questions: A member of the public was disappointed that the date of the last meeting was brought forward, and they were unaware. The Agenda was on the noticeboard, but the website was not updated. There was a discussion on how communication with residents can be improved, eg; would the Council consider social media? This led to a discussion on trying to raise the Council's profile in the parish – add to agenda for the next meeting.</p>	
<p>6. To receive and discuss correspondence – email correspondence of importance has already been forwarded to councillors for consideration.</p>	
<p>7. To receive reports on: 7.1. Broken culvert on Low Common – work in progress. 7.2. Standing water on Bunwell Street – work in progress. 7.3. Gritting Route on Mile Road – continue to push Highways to add Mile Road to the gritting route. 7.4. Potholes - there has been a change in Highways Engineers, these are not getting repaired as fast as we would like – continue to push Highways.</p>	

7.5. Speeding on Turnpike - download data from SAM2 machine to provide accurate information to the police and Norfolk County Council. Locum Clerk to find instructions for downloading the data.

8. Footpath Warden's Report – Advert for new footpath warden, no-one interested at the moment. Cllr Smith is looking for volunteers for grass cutting. A discussion on dogs not being kept on leads took place and it was agreed to consider putting signs on some footpaths.

9. Playground & Carpark – The repairs to the play equipment is nearly completed. The roundabout will be removed after the summer holidays for renovation. Cllr Cobbold offered to repair any wood.

10. Report received from the Bunwell Housing & Development Group (BHDG) which comprises of 3 councillors and 5 residents of Bunwell. The BHDG have surveyed all the seven sites that South Norfolk District Council (SNDC) have put up for development in the South Norfolk Village Clusters Housing Allocations Plan. SNDC have allocated one site as Approved SN0537 Bunwell Street opposite Greenways.

There are 3 sites on the reserved list – SN0539, SN0538, the farm buildings and the field opposite on Bunwell Street and SN2126 on Bunwell Street.

Three sites have been rejected by SNDC as not suitable as outside the village development boundary, these are the large triangle field by Church Lane and the Turnpike, the wooded area by the Church and a small piece of land by the start of Chapel Road, Bunwell.

The Approved site (SN0537) has been allocated 23 houses. It is thought that this will result in over density which should be avoided, if so, a small site could offer the top-up to the total current Bunwell housing target of 25 houses (or even more?) if required.

The existing site already under way opposite Greenways does not appear to contribute to the Village Cluster Allocations.

Add to the agenda the Parish Council's response to the South Norfolk Village Clusters Consultation.

11. Planning Applications – to discuss and vote on any new planning applications – planning applications 2021/1688 and 2021/0997 have been reviewed by all Councillors' and they agree the Councils response to both is No Comment.

12. Finance

12.1. To formally approve payments for May which were circulated prior to the meeting and were unanimously approved.

12.2. To receive the Internal Auditor's report and consider recommendations – the contents of the report previously circulated to all councillors were noted.

The meeting was adjourned at 20:29 for Cllr Smith to return home to collect the AGAR for signature.

The meeting was re-convened at 20:42

12.3. To confirm and sign the AGAR Exemption Certificate to send to external auditor – Councillors confirmed that the income of Bunwell Parish Council is under £25,000 and therefore the Council meet the criteria to certify exempt from an external audit. The Locum Clerk and Chairman signed the Exemption Certificate.

12.4. To approve the 2020/21 Annual Governance Statement – The Clerk read the Governance Statements 1-8 in Section 1 – Page 4 of 6 of the AGAR, the Council responded YES to each statement and confirmed the statement relating to the Council being a Sole Managing Trustee was not applicable. The Locum Clerk and the Chair duly signed the statement.

12.5. To approve the 2020/21 Statement of Accounts - The Clerk read and explained the figures in the Accounting Statements 2020/21 in Section 2 – Page 5 of 6 of the AGAR – The Chair signed to approve the Accounting Statements.

13. To receive matters of importance from Councillors - None

14. To receive items for the next Agenda for Consideration – a resident had requested that the matter of communicating with residents and the use of Social Media be discussed.

The Councils response to the South Norfolk Village Clusters Housing Allocations Plan - Regulation 18 Consultation.

15. Date of next meeting – Wednesday 4th August 2021 at 7.30 pm in the Village Hall.

Signed

Date

BARCLAYS COMMUNITY ACCOUNT	
BALANCE AS AT 03.05.21	£0.10

RECEIPTS THIS MONTH – UNITY TRUST CURRENT ACCOUNT			
BALANCE AS AT 03.05.21			17,083.02
DATE	RECEIVED FROM	DESCRIPTION	ACTUAL AMOUNT
BALANCE C/FWD			£17,083.02

PAYMENTS FOR APPROVAL THIS MONTH: UNITY TRUST CURRENT ACCOUNT					
BALANCE AS AT 03.05.21				£9,475.11	
PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
BACS	Mrs Anne Barnes	Internal Audit 2020/21	66.00		
	Came & Company	Insurance Premium to 31/05/2020	846.18		
	CGM	Playing Field grasscutting May	273.43	45.57	
	CGM	Playing Field grasscutting Jun	273.43	45.57	
BACS	M Ridgwell	Zoom Rental May	14.39	2.40	
	M Ridgwell	Zoom Rental Jun	14.39	2.40	
BACS	M Ridgwell	May Sal & Exps	245.18		48.80
TOTAL			1,733.00	95.94	48.80
PLUS Receipts this month					
BALANCE C/FWD				£15,350.02	

Signed: Date:

CASHBOOK BALANCE: 23.06.2021

Details		CR	DR	
Cash Book Balance Brought Forward (Barclays Saver A/c & Unity)	A	17,083.12		
Receipts this month (listed above):	B			
			Payments this month (listed above):	C 1,733.00
			Cash Book Balance Carried Forward (=A+B-C)	15,350.02
			Barclays Savings A/c balance	.10
			Unity Balance	15,350.02
			TOTAL CASH IN BANK:	15,350.12