



# Barsham Parish Council

## Meeting Minutes

Tuesday 17 March 2025

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Parish Councillors present: Andrew Ross (Chairman), Grace Howlett, Jimmy Goodley and Margaret Hulme.

Also in attendance: Jodie Bond (Parish Clerk). There were no members of the public present.

**1. Welcome and receive apologies for absence**

The Chairman opened the meeting and welcomed those present. Apologies received from Frank Chapman. Apologies accepted.

**2. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

There were none.

**3. To approve the minutes of meeting held on 20 January**

The minutes were approved without amendment and signed by the Chairman as a correct record.

**4. To report progress on items not on the agenda from the last meeting**

There were none.

**5. NCC & NNDC Councillors, if in attendance**

Not present.

**6. Open forum for Public Participation: an opportunity to hear from members of the public**

There were none.

**7. Open spaces**

Cllrs raised concerns with the poor state of the allotment site and the rules do not appear to be adhered to. It was agreed that an allotment review will be added to the next agenda and the allotment rules are to be reviewed. Clerk to draft a letter to allotment holders.

Council agreed to accept the quote for grass cutting with Barry & Shaun for £539 for the 2025 season.

**7.1 Consider village gateways**

A site meeting has been arranged for 2<sup>nd</sup> April with the Highways Inspector. Following discussion, it was agreed to proceed with the installation of 1 pair of village gateways in East Barsham with SLOs written on the road surface in line with them as well as painted chicanes if possible.

Chair to establish whether we can organise the installation or whether we are obliged to use Highways. The Signage on the gateways is to include 'Please Drive Slowly' or similar. The Gateway reference is Ref 183/0020 at 1.5m wide.

7.2 Update on play area

The boundary hedges have now been cut. Thanks, given to Cllr Goodley for organising this.

Clerk to submit a new funding application to TNL after 1<sup>st</sup> April.

## 8. Planning Matters

8.1 To receive results of applications

There were none.

8.2 To receive and consider new applications

Re-location and replacement of oil storage tank from rear garden to front garden

PF/25/0154 | 106 Fakenham Road, Houghton St. Giles, Walsingham, Norfolk, NR22 6AH

DC decision - APPROVED

## 9. Financial Matters

9.1 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and the payments list (below)

Payments

|               |                         |         |
|---------------|-------------------------|---------|
| Clerk         | Salary Feb              | £165.99 |
| HMRC          | PAYE                    | £7.40   |
| Clerk         | Salary Mar              | £165.99 |
| HMRC          | PAYE                    | £7.40   |
| Sculthorpe PC | Clerk Exps              | £29.66  |
| Walsingham PC | Newsletter Contribution | £57.75  |
| NPTS          | Subscription            | £57.50  |

Receipts

|          |          |       |
|----------|----------|-------|
| Barclays | Interest | £7.78 |
|----------|----------|-------|

9.2 To appoint a councillor to conduct an internal control check

Cllr Howlett was appointed to carry out the internal credit check. Thanks, given.

9.3 Agree asset register

Following review, the Parish Council APPROVED the Asset Register presented by the Clerk.

9.4 Review and approve Risk Management Policy & Financial Regulations

Following review, the Parish Council APPROVED the Risk Management Policy & Financial Regulations presented by the Clerk.

## 10. To receive and consider Correspondence

DRAFT until agreed at next meeting

Barclays Bank letters regarding a decrease in interest rates and confirmation of our account details.

Clerks & Councils Direct Magazine

ElanCity Flashing Speed Sign Literature

GeoTherm Literature - passed to Village Hall Committee.

Glasdon Product Brochure

**11. Receive items for next agenda and note the date of the next meeting**

Items to be included on the next agenda:- Allotment site and rules review.

The next meeting will be held on Monday 19 May. The Chairman thanked everyone for attending and closed the meeting at 8.30pm.

Signed by Chairman: ..... Date: .....