

Barsham Parish Council

Clerk: Joanna Otte clerk@barshamparishcouncil.gov.uk
<https://barshamparishcouncil.gov.uk/>

To: Andrew Ross (Chairman), Frank Chapman, Grace Howlett, James Goodley, Margaret Hulme



Annual Meeting of Barsham Parish Council on

Date: **Monday 11 May 2026**

Time: **7:30 pm**

Place: **Granary, West Barsham, NR21 9NP**

MINUTES

1. Andrew Ross was re-elected as Chairman for the coming 12 months'

Proposed by	G Howlett	Seconded by	F Chapman	vote	all
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- 1.1. The Chairman signed a declaration of office

2. Margaret Hulme was re-elected as Vice-Chair for the coming 12 months

Proposed by	F Chapman	Seconded by	G Howlett	vote	all
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3. Welcome and to receive apologies for absence

- 3.1. Apologies from Tom FitzPatrick (District Councillor), Victoria Holliday.(County Councillor)

4. Declarations of interest in items on the agenda and requests for dispensations. None

5. The minutes of the previous meeting held on 9 March were approved and signed.

6. Progress on items not on the agenda. Nothing to report.

7. Policies

- 7.1. The policies on the website: <https://barshamparishcouncil.gov.uk/policies/> including: Code of Conduct, Financial Regulations, Standing Orders, IT Policy were reviewed and noted.

- 7.2. An Online Banking Policy, formalising the process in place, was adopted.

- 7.3. Risk Management updated for 2026 was reviewed and approved.

- 7.4. Publication Scheme (updated 2026 recommendation from ICO) and Transparency Code were noted.

- 7.5. Data Protection Policy was reviewed.

- 7.5.1. It was noted that there were no requests nor breaches since May 2025.

- 7.6. 'Things to Remember' to avoid sharing personal data (which could lead to a complaint, an investigation of the breach and a fine) was circulated to all councillors and discussed.

8. Reports from NCC and NNDC Councillors if in attendance. None present.

9. Open forum for Public Participation: none present.

10. Defibrillator. It was confirmed that the defibrillator is in working order, registered with The Circuit and included as a core cover in the insurance (under Street Furniture).

11. Open Spaces

- 11.1. Play Area:

- 11.1.1. The swing seats have been replaced and the swing frames repainted

- 11.1.2. Weekly inspections – all in order.

- 11.1.3. Donation of £500 received with thanks from the Barsham and Houghton St Giles Village Hall towards the upkeep of the play area.

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11.2. Allotments.

- 11.2.1. Concern had been raised about under-cultivation and storage of machinery. The Chairman would take a look and report back. If there were any issues to raise the Clerk would write to the tenants to remind them of the rules. It was noted that the allotment nearest to the gate was problematic as there was a lot of waste buried underneath.

12. Planning Matters

12.1. Decisions made by the District Council

- 12.1.1. PF/26/0268: Erection of single storey dwelling, to replace fire damaged property (self-build) at **Hawthorn Cottage 113 Fakenham Road Houghton St Giles**. APPROVED

12.2. Withdrawn applications

- 12.2.1. RV/26/0355: Erection of building to provide Padel tennis facility with two indoor courts, changing facilities, bar and sitting area; construction of outdoor court and parking area, without complying with condition 2 (approved plans) of PF/23/2569, to regularise the current development; (the building is the correct distance from the service road but has been moved 11m to the west northwest, the outdoor padel court has been moved 18m to the north, the parking area has increased from circa 500 sq/m to circa 700 sq/m, & the parking area has been topped with a tarmac surface) at **Norfolk Padel Waterhouse Farm Waterhouse**. WITHDRAWN

12.3. To receive and consider new applications: none

13. Annual Accounts and Audit

- 13.1. The annual accounts were approved and signed
- 13.2. It was noted that Dan Andrews had carried out the Internal Audit and all was in order.
- 13.3. The Annual Governance Statement was approved and signed (explanation of how the Parish Council meets its obligations was circulated and discussed).
- 13.4. The Accounting Statements for 2025-26 were approved and signed.
- 13.5. It was confirmed that the Parish Council has met the relevant criteria for Exemption from Limited Assurance Review and the Certificate of Exemption (which will be sent to the appointed External Auditor PKF Littlejohn LLP) was approved and signed.
- 13.6. It was noted that the following documents would be published on the website as required: Certificate of Exemption, Annual Internal Audit Report, Section 1 (Annual Governance Statement), Section 2 (Accounting Statements), analysis of variances in receipts and payments between this year and the previous year; bank reconciliation, record of receipts and payments, and the notice for the exercise of public rights. The latter will also be placed on the notice board.
- 13.7. The dates for the exercise of public rights and publication of the Annual Governance and Accountability Return (Exempt Authority) are 2 June – 14 July 2026.

14. Financial Matters

14.1. Statement of accounts: as at 30 April

Receipts since 6 February: interest £5.35

DD & SO payments since 6 Feb: salary and on-costs Feb, March, April £484.70

Balances as at 30 April:

Current Acc **£3836.86**; Savings Acc **£1662.94**; Playing Field Acc **£457.55**

14.2. The following payments were approved:

Payee and detail	amount	date
• BBT Construction Ltd (repainting swing frame)	£250.00	21/04/26
• Clerk (admin & travel expenses April – May)	£ 50.30	

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| • Clear Councils (insurance | £505.27 |
| • Dan Andrews (internal audit) | £ 38.00 |
| • North Norfolk District Council (dog /litter bins) | £ 51.48 |

15. Correspondence – circulated via email

16. Receive items for report or for the next agenda

16.1. Follow up with Highways when the white gates etc will be installed

16.2. Location of notice boards: HSG – by bus stop / church left hand side; East Barsham – bus shelter; West Barsham – barn facing the road (also location of the Farm's defibrillator)

16.3. Post boxes: North Barsham – missing for about 9 months; Hillside, East Barsham – needs to be repainted.

17. Date of the next meeting: **13 July 2026** at 7:30 pm in the Granary.

The Clerk was thanked for her work and support in the short time since she took up the position.

Meeting closed at 8:27 pm