

BIRCHAM PARISH COUNCIL

Minutes of the meeting of Full Council on Wednesday 11th January 2023. The Meeting was held at 7.30 in Bircham Social Club.

Present: Cllrs G Daniels (Chairman), T Clark, D French, R Hutchinson, B Mele, C Morley, D Noon, H Rayner, M Sargent, P Spake

Also present, NCC Cllr M Chenery, Simon Bower (Clerk) and one Member of the Public.

1. Declarations of Interest (23/001)

- a) Cllr French arrived just after the meeting had commenced, apologising for his lateness, and declaring an interest in item 7a at that point.

2. Apologies for Absence (23/002)

- a) There was an apology for absence from Cllr Howell.

3. Chairman's welcome and announcements (23/003)

- a) Cllr Daniels noted that she had been told that those in receipt of vouchers from the BPC donation via the Church Hardship Fund had all expressed their thanks. She also had information from a potential developer of the allocated land south of Great Bircham. A planning application would be submitted soon for twelve houses on this site (two "affordable"), with a sizeable area of amenity land. The proposal included a new access onto the main road, with consequent changes to the location of the speed limit. Clerk to send round information about previous application.

4. Minutes (23/004)

- a) The minutes of the meeting held on 30th November 2022, having been previously circulated, were accepted as a true record and duly signed.
- b) No matters arising from the above minutes.

5. Public Participation (23/005)

- a) The Member of the Public noted that Highways had previously been strongly against the previous application on the site mentioned above.

6. Reports (23/006)

- a) Bircham in Bloom – no report.
- b) County Councillor – Cllr Chenery noted that he had sent information to the Clerk, to be forwarded to Cllrs. He also mentioned his work with Mental Health and Elderly partnerships, visiting care homes being easier now, and a CQC meeting – the Trust was "getting on". On the application mentioned

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above he suggested that the white gates should be moved with the speed limit.

- c) Borough Councillor – Cllr Morley noted that the Borough would be providing £200 grants for the Coronation. There were issues with the progression of the new Local Plan, particularly relating to density and green space; the A10 corridor was of high density and was under scrutiny. He also added that finance figures were delayed. There was discussion of the bus service changes, and the lack of consultation. The Clerk was asked to write a strong email for Cllr Chenery to pass on, commenting on the disrespect shown, and the problems caused. Clerk was also asked to include info on the bus timetable in the Newsletter.
- d) Clerk – the Clerk noted that he had received more information on the proposed Pilgrimage Trail – he would circulate this booklet and map. He had also been engaged in an extensive email correspondence relating to local history with a resident, and continuing revision of the website.

7. Planning (23/007)

- a) Council considered PA 22/02252 (Demolition of existing dwelling and construction of replacement dwelling, Toftsend, Syderstone, Road Bircham Tofts). It was agreed to raise no objection to this application, and to add the general lighting comments.
- b) Cllr Noon noted as a courtesy that he had made a planning application which would be coming through soon. He had also received a comment on the incomplete/untidy state of the entrance to the development off the Snettisham Road – discussion followed.

8. Finance (23/008)

- a) Financial Report – The Clerk noted that total balances were just under £21K, and that there were no changes to spending progress against budget.
- b) Given the date of the next meeting, amounts for approval included salary payments for Jan and Feb. Expenditure, as listed in the public pack¹, was unanimously agreed, with the exception of a payment to the Cricket Club, which would be delayed until Cllrs felt the work was complete.
- c) The Clerk presented an updated draft budget. Each line was gone through in turn, and £2,000 added to the projects budget for possible additional street lighting. There was considerable discussion of how this might affect the precept and projected reserves – income, underspends and possible CIL were taken into account. The final budget agreed for 2023/24 was £26,490².
- d) Council considered a precept with no change to Band D, a 0% increase for householders, though the headline figure would be slightly higher due to tax base changes. Council agreed a precept of £16,955.82 for 2023/24.

¹ See below – note £10 donated by a Member of the Public had been added to the Hardship Fund donation

² Full details below

- e) Council agreed to adopt the Financial Regulations presented in November, with minor amendments made following that meeting³.
- f) Council agreed a contribution of £100 to the Church for printing of the newsletter for 2022/23.

9. Highways (23/009)

- a) Clerk noted he had not yet been successful in contacting Highways ref the encroachment of verge/banks onto the footway.

10. Delegated decisions (23/010)

- a) No decisions had been taken under scheme of delegation.

11. Other items for consideration (23/011)

- a) There was discussion around adopting the Civility and Respect Pledge. This to be deferred until Cllrs had had more time and detailed explanatory notes.
- b) There was lengthy discussion of possible adult gym equipment. Given the complexity of such a proposal, use of a Project Group was proposed (Cllrs Clark, Daniels, Hutchinson and Noon, with possible (young?) Member(s) of the Public) to look at all issues and report back/recommend in March. Council agreed to pursue possible adult gym equipment via such a Group.
- c) Council agreed to purchase two new metal notice boards, for Lynn Rd Bus Stop and Bircham Tofts. These to be for 9 sheets of A4, glazed and lockable, using current posts if possible. The Clerk was delegated with power to spend, subject to consultation with Cllrs on exact quotes.
- d) Cllr Rayner noted that he would be donating a crab apple tree on the Playing Field to the PC. This to mark the Coronation. Council gratefully accepted.

12. Other items for discussion (23/012)

- a) Cllr Daniels showed a sketch of the proposed case for the WWI Memorial Book and Wreath. This was quoted at £1,750 + VAT. Slight modifications were needed before proceeding as previously agreed. She also had some design drawings showing what could be produced for the proposed sign/map/info board for the Spinney – Cllrs were asked to write to Clerk with ideas for what should be included on this before a quote was sought.

13. Correspondence (23/013)

- a) No correspondence noted that had not already been forwarded or discussed.

14. Next Meeting (23/014)

- a) The next meeting was confirmed as 7.30pm on Wednesday, 1st March 2023 at the Social Club.

The Meeting ended at 9.50pm

³ These will be published in full on the website.

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Expenditure:

Date	To	For	Gross	VAT	Budget
3/12/22	nPower - Nov	street lighting	£74.02	£3.52	SLP
15/12/22	Church Hardship Fund	donation	£260.00	£0.00	DON/RES
11/1/23	Salary/Tax	Salary - December	£444.60	£0.00	CKS
11/1/23	Cricket Club – not agreed	Hedge cutting	£139.00	£0.00	PLM
11/1/23	Gary Page	Fallen Tree	£72.00	£0.00	POM
11/1/23	nPower - Dec	street lighting	£86.50	£4.12	SLP
31/1/23	Salary/Tax	Salary - January	£444.60	£0.00	CKS
28/2/23	<i>Salary/Tax</i>	<i>Salary - February</i>	<i>£444.60</i>	£0.00	CKS

Budget on next page

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	Budget Headings	Bdg 22-23	spent to date	pred 31/3/23	Bdg 23-24
Code	Expenditure				
CHD	Churchyard Donation	£400.00	£800.00	£800.00	£400.00
CKT	Clerk Professional Development	£100.00	£0.00	£50.00	£100.00
CKS	Clerk Salary	£6,405.00	£4,915.57	£5,350.00	£6,050.00
CLT	Cllr Professional Development	£150.00	£0.00	£50.00	£250.00
CCS	Community Car Scheme	£250.00	£300.00	£300.00	£300.00
DEF	Defibrillator	£150.00	£0.00	£0.00	£100.00
DOG	Dog Bins	£300.00	£299.20	£300.00	£350.00
DON	Donations	£100.00	£100.00	£100.00	£100.00
ELE	Elections	£0.00	£0.00	£0.00	£500.00
AUX	Audit Internal and External	£150.00	£80.00	£80.00	£500.00
MNT	Maintenance	£1,000.00	£730.00	£1,000.00	£1,250.00
HMR	HMRC Payroll Services	£150.00	£120.00	£120.00	£150.00
INS	Insurance BHIB to 1/6/2025	£1,000.00	£557.89	£560.00	£650.00
BIB	In Bloom	£800.00	£695.94	£800.00	£0.00
NWS	Newsletter	£100.00	£0.00	£100.00	£100.00
SUB	Norfolk ALC, SLCC	£225.00	£53.15	£225.00	£225.00
RMS	Meeting Room Hire/Zoom	£250.00	£150.00	£250.00	£250.00
EXP	Office Expenses incl IT	£1,000.00	£433.77	£750.00	£1,000.00
PLM	Playingfield Maintenance	£1,750.00	£1,584.00	£1,584.00	£1,750.00
PLR	Playingfield Rent	£600.00	£600.00	£600.00	£600.00
POM	Pond Maintenance	£250.00	£72.00	£250.00	£250.00
PPS	Parish Partnership (50%)	£2,800.00	£379.00	£380.00	£0.00
PLS	Safety Inspection (ROSPA)	£90.00	£77.00	£80.00	£90.00
SOC	Social Club (PO and Lib)	£400.00	£400.00	£400.00	£400.00
SLM	Streetlight Maintenance	£100.00	£0.00	£25.00	£125.00
SLP	Streetlights Power	£900.00	£1,230.78	£1,500.00	£2,000.00
PRJ	Projects			£3,000.00	£8,000.00
JUB	Events - Jubilee	£1,000.00	£339.36	£340.00	£1,000.00
	TOTAL	£20,420.00	£13,917.66	£18,994.00	£26,490.00
XXX	NOT IN BUDGET (general reserves)		£185.00	£175.00	
VAT	VAT Paid		£380.25	£500.00	
	Expenditure Total	£20,420.00	£14,482.91	£19,494.00	£26,490.00
	Receipts				
	Precept		£16,800.00	£16,800.00	£16,955.82
	Interest		£8.34	£9.00	£12.00
	Unpaid cheque 21/22		£106.69	£107.00	£0.00
	VAT Reclaim		£0.00	£250.00	£500.00
	Other Income/Donations/Grants		£3,000.00	£3,310.00	£300.00
	CIL Payments		£0.00	£0.00	£0.00
	Receipt Total		£19,915.03	£20,476.00	£17,767.82

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