



Barsham Parish Council

Annual Parish Council Meeting Minutes

Monday 19th May 2025

Parish Councillors present: Andrew Ross (Chairman), Grace Howlett and Margaret Hulme. Also in attendance: Jodie Bond (Parish Clerk) and Tom FitzPatrick (County Councillor). There were no members of the public present.

1. To elect a Chairman for the coming 12 months

The Chairman invited nominations for the office of Chairman. Cllr Ross was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Ross to serve as Chairman for the coming twelve months. Proposed by Cllr Howlett and seconded by Cllr Hulme. Cllr Ross thanked councillors and signed his declaration of acceptance. Cllr Ross took the remainder of the meeting as Chairman.

2. To elect a Vice Chairman for the coming 12 months

The Chairman invited nominations for the office of Vice Chairman. Cllr Hulme was nominated by Councillor's present. With no further nominations it was agreed to elect Cllr Hulme to serve as Vice Chairman for the coming twelve months. Proposed by Cllr Ross and seconded by Cllr Howlett.

3. Welcome and receive apologies for absence

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

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

There were none.

5. To approve the minutes of meeting held on 17 March

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

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

There were none.

7. NCC & NNDC Councillors, if in attendance

Cllr FitzPatrick reported that a mayor is to be elected next May for the Norfolk and Suffolk combined authority, the A148 roundabout will be open by the end of May and a hotel is proposed for the new development site, there are ongoing meetings to discuss Splash in Sheringham and there was discussion about the pilgrim events and traffic.

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

There were none.

9. Open spaces

9.1 Update on village gateways

Following a site meeting with the Highways Inspector, Cllr Ross noted that there may be an option to use the SAM2 after all, as the brackets have been in situ for some time. Clerk to follow up with Highways Inspector. Also, the Houghton St Giles post location is on private land so it also would be possible with landowners permission to place the SAM2 there as well. If the gateways were installed the coloured tar mac is too expensive. White lining could be used to make a curb effect. Further update to follow.

9.2 Update on play area

The play area annual inspection is booked for June and the funding application has been started and will be completed in due course.

9.3 To review allotment site and allotment rules.

A visual survey will be carried out by Cllr Ross and Cllr Hulme to assess the state of the site and a letter will be sent to all allotmenters to remind them of the allotment rules if necessary.

10. Planning Matters

10.1 To receive results of applications

There were none.

10.2 To receive and consider new applications

PF/25/0625 | Vine Cottage, Lime Kiln Lane, East Barsham,

Replace and repair existing fencing (like for like -part stock and part board fencing) on the boundary of the property.

PC comment - SUPPORT

11. Financial Matters

11.1 To note internal credit check

Following completion of the internal credit check, Cllr Howlett reported that all was in good order. Thanks, given.

11.2 Note the Internal Audit Report

Dan Andrews carried out the internal audit, which has been completed and the accounts are in order.

11.3 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

- 11.4 To approve the Annual Governance Statement in the 2024-25 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

- 11.5 To approve the Statement of Accounts in the 2024-25 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

- 11.6 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 Apr	165.99
HMRC	PAYE Apr	7.40
Sculthorpe PC	Clerk Exps	29.66
NPTS	Subscription	57.50
Walsingham	Newsletters	57.75
Clerk	Salary Apr	165.99
HMRC	PAYE	7.40
Sculthorpe PC	Clerk Exps	29.66
Walsingham	Newsletters	57.75
NPTS	Subscription	57.50
Wix	Website Domain	12.46
Barry & Shaun	Grass Cutting	77.00
Clear Councils	Insurance 3 of 3	496.24
Clerk	Salary May	165.39
HMRC	PAYE	3.80
Dan Andrews	Internal Audit	35.00

Receipts

NNDC	Precept	1767.00
Sculthorpe PC	Clerk Exps Refund	29.66
NNDC	Textile Bin	39.38
NPTS	Subscription Refund	57.50

- 11.7 To approve the renewal of insurance with BHIB (year 3 of 3-year policy)

The Council APPROVED the insurance renewal year 3 of 3 with Clear Councils.

12. To receive and consider Correspondence

NNDC letter informing us of a textile bin credit.

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

DRAFT until agreed at next meeting

The next meeting will be held on Monday 21 July. The Chairman thanked everyone for attending and closed the meeting at 8.05pm.

Signed by Chairman: Date: