**BACONSTHORPE PARISH COUNCIL**

 **PARISH COUNCIL MEETING**

**MINUTES**

**12th November 2018**

The meeting commenced at 7.30pm

Present - Councillors: J Cooper, S Gibbs, A Gilpin, S Belbin, M Day

In Attendance: No Members of the public, Clerk, Patsy Adams.

1. **APOLOGIES FOR ABSENCE.** None. The Chairman welcomed everyone
2. **Declarations of interest and requests for dispensations.** The Chairman declared an interest in item 8. Members agreed that it was in the best interests of the Council if the Chairman was present during item 8.
3. **MINUTES OF THE MEETING HELD ON 24th September 2018–** Approved
4. **PUBLIC PARTICIPATION**. None
5. **COUNTY AND DISTRICT COUNCILLOR REPORTS.** None
6. **TO RECEIVE AN UPDATE ON MATTERS FROM THE PREVIOUS MINUTES:**
7. Online Banking (The Clerk) The Clerk informed the meeting that the online banking system previously approved is working well. Subsequent to the publication of the agenda the Council has received a letter from Barclays bank requesting an information update. (see item 7f)
8. Poppy Sowing Plans. Cllr Gibbs informed the meeting that the poppies were sown at the church yard on Remembrance Sunday.
9. Governance and Financial Matters:
	1. *To sign the External Auditors Exemption Certificate****. Approved and Signed***
	2. *To authorise the payment of invoices from the Parish Council’s accounts:*

*The Clerk’s Salary& Expenses:*

*Salary £446.35* **Approved**

*HMRC £0.00*

*Administration Expenses: 27.97*  **Approved**

*Home Office Allowance £20.00* **Approved**

*Indigo Recycling Invoice £19.20* **Approved**

* 1. *To approve payment of an outstanding rent request £5.00* **Approved**

 *From Barningham Estates for rent for year 2014*

* 1. *To ratify a payment made online to Barningham Estates £5.00* **Ratified**

*For the Allotment rent on 30/10/18 for 2018*

* 1. *To sign The Amended Reserves Fund which now includes the capital released from the sale of the garages (as agreed at the September meeting***) Approved and signed**
	2. *To confirm that the request made by Barclays Bank for detailed information on the Council’s business activity and Councillor information has been completed.* This matter has not been completed because the Clerk required further information from the Councillors. The Councillors agreed to supply the information required.
	3. *To discuss changing the payment of the Clerk’s salary and expenses to monthly rather than bi-monthly payments***. Approved**
	4. *To discuss the purchase of office supplies annually rather than on an ad-hoc basis.* **Approved**
	5. **To consider the Budget proposals previously circulated and agree the precept for 2019 – 2020.** After consideration, members approved the budget proposals and agreed to set the Precept for 2019/2020 at £5243.00
1. **THE ALLOTMENTS**
2. To receive an update on the matters discussed at the last meeting. The Chairman informed the meeting that some progress had been made with regard to clearance work and that he had enrolled a new tenant and handed the Clerk the new tenant’s rent for the year 2018 -2019. This was approved by Council and the Clerk was asked to forward the new tenant the necessary paperwork and tenancy agreement.
3. To receive an update from the Clerk on the Allotment rents received and those outstanding. The Clerk confirmed that some rents were outstanding. A full update will be made at the January meeting
4. CORRESPONDENCE – To consider correspondence received list:

 Norfolk & Waveney Healthcare Review

 Barclays Bank Request for Information

 NHS Winter communications

To Consider correspondence received after the publication of this agenda

No further comments were received.

1. PLANNING –
2. To discuss the new Local Plan for 2016 – 2036. The Clerk had previously circulated a summary of the meeting she had attended in November.
3. Applications received: Subsequent to the publication of the agenda the following planning applications have been received:

**PF/18/1921** Change of use from agricultural to tent only campsite and associated work and retrospective planning for amenities at Baconsthorpe Meadows Campsite, Pitt Farm, The Street Baconsthorpe. No objection.

**PF/18/2057** Single storey extension at Orchard Barn, Long Lane, Holt. Withdrawn

1. Applications responded to between meetings: None
2. Applications Decided: None
3. HIGHWAYS update and to report any further highways matters. No further matters were reported.
4. To approve dates for meetings in 2019. Approved
5. To report matters that have arisen since the publication of this agenda. None
6. Items for the next Agenda. No comments were received
7. Next meeting: Monday 21st January 2019

**16**. Close. There being no further business the Chairman closed the meeting t 8.45pm