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**DRAFT**

**MINUTES OF ANNUAL MEETING OF BACONSTHORPE PARISH COUNCIL**

**Held on Friday 7th May 2021 at 7.30pm via Zoom**

Present: Cllr. J. Cooper [Chairman] Cllr. M. Day [Vice Chairman] Cllr. T. Benton-Worboys, Cllr. R. Youngs

In attendance: Clerk Mrs. S. Hayden

The Chairman opened the meeting at 7.40pm following connection difficulties

1. To elect Chairman – Signing of Acceptance of Office to take place at next meeting

 Proposed: J. Cooper – resolved

2. To elect Vice Chairman

 Proposed: M. Day – resolved

3. Apologies for Absence

 District Cllr. Pierre Butikofer

4. To receive declarations of interest in agenda items

 None

5. Minutes - To approve the minutes of the previous meeting held on 15th March 2021

 Approved – to be signed after the meeting

6. Matters Arising

 The dog bin had been put in place by Cllr. Benton-Worboys and collections would commence.

 The Clerk had attended the Equinor Forum and gave a short report.

7. Open Session for members of the public to speak

 *(on matters connected with this Agenda – limited to two minutes per person and ten minutes at the discretion of the Chairman)*

 No members of the public present

8. To receive any reports from County or District Councillors

 None had been received due to Elections being held

9. Finance

9.1 To approve List of Payments. To receive Budget against actuals, Balance Sheet and report re bank reconciliation to 31.3.21

 The List of Payments had been circulated - £140.96 for the dog bin and £40 for audit was added to it. Approved. Clerk to set up BACS payments. Budget, Balance sheet and Report received with no comments/amendments

9.2 To consider and approve the Annual Governance and Accountability Return as follows:

 The AGAR completed to date had been circulated prior to the meeting

 To complete the Certificate of Exemption

 Agreed unanimously the Parish Council would exempt from external audit

 To receive the Annual Internal Audit Report 2020-21

 Received

 To approve Section 1 Annual Governance Statement

 The Clerk read out the questions and it was proposed and resolved that the Annual Governance Statement be approved.

 To approve Section 2 Accounting Statements

 Proposed and resolved the Accounting Statement be approved.

9.3 To discuss and agree payment of donation to Church and Village Newsletter

 The Clerk reported that although the budget for donations was only £50, the Parish Council was in a financial position to agree a donation of £131 requested if they wished. This was discussed and it was proposed and resolved to donate the sum of £131. It was agreed that the Parish

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 Council could not commit to future donations, as requested by the Newsletter, but this could be decided on an annual basis.

9.4 To review all policies and risk assessments for Baconsthorpe Parish Council

 It was agreed that no amendments were required

9.5 To Review the Parish Council’s insurance policy and approve payment of premium

 The three-year agreement ended this year. It was agreed to renew the three-year agreement with BHIB and the premium of £36.92 was approved for this year.

10. Planning

10.1 To consider and make observations on any applications received after the date of this Agenda

 None

10.2 To agree observations on:

 *PF/21/0932 Change of Use of land to camping site (up to 10 bell tents and 20 camping pitches) and associated development, including shower and toilet blocks, car parking area and access track – land north of New Road, Baconsthorpe*

Cllr. Youngs stated that he wished to point out that the proposed site would not affect his camping site as it was a totally different concept.

 The application was discussed and it was agreed to object to the application, with comments that New Road was too narrow for extra traffic, the application did not state there would be any on site supervision and therefore there would be insufficient control over its use, including the number of cars on site, and that the grass would be cut once a month for pathways to the pitches, which would be insufficient if wheelbarrows were to be used to transport camping gear from the car park to pitches. The Clerk was asked to draft comments and circulate to parish councillors for approval following the meeting, before submission to the planning department.

10.3 Update on applications:

 *PF/20/0195 Construction of new connection to main foul sewer, including the installation of underground pipework, a pumping station and electrical kiosk – Baconsthorpe Meadows Campsite, Pitt Farm, The Street, Baconsthorpe* – Approved. Cllr. Youngs stated that he was awaiting approval of road notices and he hoped to have completed the work by Whitsun.

11. Allotments

 Five tenants are awaiting a plot

1. Awaiting decision on whether to vacate from the tenants of one plot not being used. Cllr. Cooper had offered part of his plot for them if they wished to cultivate a smaller area. Councillors will press for a decision.
2. Another plot is being cleared and should be completed over the next week. This will be divided into two plots when vacant

12. Highways/Footpaths

 To consider any highways matters needing attention

 Potholes only, which Cllr. Youngs would report

Cllr. Galvin joined the meeting and was updated with main points discussed, including discussion on planning application PF/21/0932 on which he gave his comments

13. Correspondence

 None

14. Matters for Information Only or Next Agenda

 The Annual Parish Meeting was discussed. Virtual meetings would not be lawful for parish councils after this date – 7th May and it was therefore agreed to liaise with the village organisations and ask if they wished to meet for the Annual Parish Meeting physically, with

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 social distancing, etc., in place, in the village hall on 17th May 2021, providing the coronavirus regulations allowed.

15. To fix meetings for the following year

 Agreed to continue with meeting on the third Monday of the month bi-monthly

There being no further business the meeting closed at 8.50pm

The next meeting is on 19th July 2021 with the Annual Parish Meeting possibly taking place on 17th May 2021