**DRAFT**

**MINUTES OF MEETING OF BACONSTHORPE PARISH COUNCIL**

**Held on Monday 21st July 2025 at 7pm in the Village Hall**

Present: Cllr. J. Cooper (Chairman), Cllr. R. Youngs (Vice Chairman), Cllr. T. Benton-Worboys and Cllr. I. Christophers

In attendance: Clerk Mrs. S. Hayden

The Chairman opened the meeting at 7.30pm

1. To receive apologies for absence

 None received

2. Declarations of Interest and dispensations of disclosable pecuniary interests

 None

3. To approve the minutes of the meeting held on 19th May 2025 and matters arising

 Resolved to approve the May minutes, which were then signed by the Chairman. No matters arising.

4. Public questions, comments or representations

 No public present

5. To receive any reports from District and County Councillors

 Steffan Aquarone, MP had sent an email explaining a new community based grant offer by NCC – the Norfolk Community Fund. This had been circulated to members of the Village Hall Committee for their information.

 Cllr. Ringer had hoped to attend the meeting. He had sent a report which had been circulated and is annexed to these minutes.

6. Planning

6.1 To agree any observations on any applications received after the date of this Agenda

 A resident had made the Parish Council aware of two applications in the parish under Regulation 77 of the Conservation of Habitats and Species Regulations 2017. The Parish Council were not consultees. One had been approved and the other was pending.

6.2 Update on applications:

 *PF/25/0676 Change of Use of land and erection of 3 bay cart lodge – Pitt Farm House, The Street* – Approved by NNDC

 *RV/25/0227 Variation to allow amendments to fenestration on Plots 1 and 2 and scale of Plot 3 - Pitt Farm House, The Street, Baconsthorpe* – Approved by NNDC

 *PF/25/0714 Single storey flat roof and mono pitched roof side extension, conservation roof light to utility – Strawberry Barn, The Street, Baconsthorpe* – Approved by NNDC following one rooflight being removed from the application.

*RV/25/0943 Demolition of existing farm buildings and erection of five dwellings with associated works, without complying with conditions 2 (approved plans) and 8 (landscaping) of planning permission PF/23/2514 to amend materials and plans for plot 1 and to alter the approved materials for the walls within the courtyard-* Approved by NNDC

7. Finance

7.1 To approve List of Payments

 The invoice from Savills for £5 had been received and was included in “to be authorised”. The List was then approved and signed by the Chairman and Clerk. Cllr. Youngs confirmed he would authorise the payments by bank transfer the following day.

7.2 To receive budget against actuals, balance sheet and report on bank reconciliation

 The budget and balance sheet were received with no comments. Cllr. Benton-Worboys reported that the bank reconciliation was approved.

7.3 To review and approve amendments to Council Risk Assessment

 The draft amendments to update the Risk Assessment had been circulated prior to the meeting. Resolved to approve the amendments.

7.4 To consider the requirement for a “gov.uk” email address and agree provider

 The Clerk had circulated a report with options and costs prior to the meeting. Discussed and agreed to re-join NALC and request them to host the website and gov.uk address.

8. Update on play area “A” frame and discuss replacement

 The annual safety report had highlighted rotting on the “A” frame. The Chairman confirmed he had surrounded it with safety tape, which unfortunately had been removed. He had therefore removed all climbing bars to render it unusable. The remaining wood uprights would be removed. Agreed not to replace it at the current time.

9. Correspondence

 None other than circular emails and newsletters

10. Matters for information only or next Agenda

 Cllr. Christophers raised the matter of objections in Edgefield and Saxthorpe to a planning application for a poultry farm at Saxthorpe that had been approved. Discussed.

There being no further business the meeting closed at 8.10pm

The next meeting will be on 15th September 2025