

**BACTON & EDINGTHORPE**  
**ANNUAL PARISH MEETING**  
**MINUTES**  
**MONDAY 15<sup>th</sup> MAY 2023**  
**Held @ Bacton Village Hall – 7.00pm**

SUSAN HOLDEN - CHAIRED THE MEETING

In attendance 7 members of the Parish and Elaine Pugh - Clerk to Council

**1. Chair's Review/Report for the year 2022-2023**

Susan Holden the Chair of the Parish Council gave an overview of the works completed by the Council. This included the restoration of the historic wall abutting the Playing field, clearance of land rear to the pavilion, re-gravelling of the car park, replacement Perspex of the footpath map, repairs to the pavilion roof, replacement and repairs to play equipment and installation of new community benches. We are aware of the need to refurbish the red telephone box and this is a project for the better weather days. We continue to cut the playing field and ancillary areas. We have replaced the village sign at Edingthorpe and rebuilt the plinth, installed a new picnic bench, installed new signage along with a rubbish bin. I would like to welcome all Councillors who stood for re-election and thank those who selected not to stand. Thanks are also extend to our Clerk.

**2. To approve Annual Parish Minutes 9<sup>th</sup> May 2022**

These had been previously circulated and it was agreed that they be signed.

**3. Receive annual reports from local organisations**

The Gardening Club gave an update on the community planters and are hopeful to improve them shortly. Their membership had depleted however, they were hopeful to recruit more volunteers and develop a welcoming village group. They had a recent trip out and were looking forward to arranging further outings. They expressed their issues with the grass growing up around the planters and it was highlighted that if this was a continuing issue the Council would arrange for the caretaker to complete more regular cutting around them.

**4. Floor open to Parishioners**

Members of the community present did not raise any comments or concerns.

There being no further business the meeting was concluded at 7.15pm.

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**CHAIR**

**DATE**

# **Bacton and Edingthorpe Parish Council**

**Elaine Pugh - Clerk to Council – 01692 402998**

Raynham House, 10 New Road, North Walsham, Norfolk, NR28 9DF

[www.bactonandedingthorpepc.co.uk](http://www.bactonandedingthorpepc.co.uk)

## Minutes of the Annual Parish Council Meeting

Held Monday 15<sup>th</sup> May 2023 @ Bacton Village Hall following the Annual Parish Meeting

**Present:** Susan Holden (Chair), Richard Kimble, Coral Salih, Nigel Lee  
and Ian Witham

**Others:** 3 members of the public

- 1. To Elect a Chair for 2023-2024 and receive declaration of acceptance of office**  
It was resolved that Susan Holden remains as Chair and the paperwork duly signed.
- 2. To appoint a Vice-Chair for 2023-2024 and receive declaration of acceptance of office**  
It was resolved that this matter be deferred to the July meeting.
- 3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**  
Tricia Myles and Jan Rush - personal - accepted by the Council.
- 4. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**  
Ian Witham - prejudicial interest - footpaths as representative of Open Spaces. No other interests were declared or dispensations requested.
- 5. To approve Ordinary Parish Council Minutes 13<sup>th</sup> March 2023**  
These had been circulated and it was resolved that they be signed by the Chair.
- 6. Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**  
This matter was deferred as required. Members of the public did not have any comments.

### **7. To review and consider Planning if received**

23/0478	Ash Cottage, Beach Road - subdivision of dwelling to create 2	No comment
23/0414	Camperdown, Coast Road - A new access onto B1159	Withdrawn
23/0415	The Beach House, Keswick Road - Erection of single storey rear/side ext	Approved
23/0436	Wrights, Coast Rd - Variation of condition 2	Approved
22/1687	Bromholme Cottage, Watch House Lane - Erection of detached single storey ext	Approved
22/2891	Beach Holme, Keswick Road - Demoliton and erection of replacement dwelling	Approved

## 8. Clerk report and report on Matters Arising (updates and for information only)

### GENERAL

#### 8.1 Village maintenance programme to be reviewed

The schedule was discussed and the outstanding area was the development of the Bowls Club - possibly being utilised as additional community allotments. The other area was the replacement of the cricket/football netting and whether this was still required to still be in situ. The item needed further consideration and may need additional external funding. Agenda

8.2 Allotments - funds being received and plots reallocated - new tap installed

8.3 Edingthorpe village sign - installed and community unveiling took place to commemorate Charles III's Coronation. It needed slightly turning and the cement finish reviewed on the plinth. EP  
Plaque wording to be supplied to the Clerk.

8.4 Red Telephone box - the work should recommence and is on the schedule. This is of course weather dependant.

8.5 Parish Council insurance - Dog Warden risk assessment prepared and waiting to be completed.

#### 8.6 Retaining posts at playing field for nets

To be reviewed if appropriate to keep in situ.

8.7 North Walsham Road sign replacement - reported to NNDC 736586.

This will be chased again by the Clerk - this will take NNDC some months to resolve this. EP

### LAND AT Highbanks, Edingthorpe

8.8 Cutting of Pampas grass - Autumn review

#### 8.9 Highways

The "SLOW" sign along the North Walsham Road near to Edingthorpe garage had still not been undertaken. The Clerk would remind Highways again. EP

## 9. To consider and review correspondence

Bacton Gardening Club - request for donation £150.00	Agenda 10.3
Steve Jackman - updates required for website provision £230 approx	Agenda 10.2
Norfolk Police - re speeding and SAM2 and speed checks	Noted
Norfolk First Responders - donation thank you	Noted
NNDC - re Flagship Development	Noted
Ed Maxfield report	Circulated
Councillor re Edingthorpe village plinth and post	Noted
Councillor re Edingthorpe comment on planning 22/2990	Submitted to LPA
County Broadband Limited - enquiry	Responded
NALC re joining Association	Noted
Norfolk Vanguard re consultation on material change	Responded
Resident - requesting information on the new Edingthorpe sign	Responded
Resident - detailing their observations on the new Edingthorpe sign	Read out - reviewed in July

## 10. To consider Financial Matters

### 10.1 To receive bank reconciliation and note receipts and review reserves

The Clerk detailed the reconciliation and the Council noted the reserves.

### 10.2 To agree upgrade of website and to bring it up to compliance and website accessibility standards (cost circa £230)

The Clerk informed on the status of the website. It was resolved that the upgrading of the website be undertaken.

**10.3 To consider donation to Bacton Gardening Club £150 - community planters**

It was resolved that £150 be donated to Bacton Gardening Club.

**10.4 To consider and agree new Bank provider - Unity Bank**

The Clerk outlined the operational issues with dealing with the current provider and the difficulties which had recently become an endurance test to keep the account running. It was resolved that the Council transfer its bank account to Unity Bank which is part of the Co-op and whom have an ability to understand Parish Councils and have a 2 stage authentication process which would be necessary going forward. A small monthly account charge would apply. EP

**10.5 To agree payment schedule and approve payments**

Countrystyle – March – glass recycling	66.00
DT Overton – mole patrol	90.00
NNDC – bin emptying	9.18
NPTS – membership	172.00
Ricky Green (Edingthorpe sign) - installation	368.00
Jake Neal - rubbish removal at playing field	96.00
J Withers - allotment hedge cutting	56.40
HMRC – Tax	11.40
Elaine Pugh – Expenses	195.74
Ros Calvert – audit	70.00
AJ Gallagher - yearly Council insurance	1,897.10
Countrystyle – April – glass recycling	33.00
Elaine Pugh	45.83
Mr G Cheney – caretaking	189.75
Bacton Gardening Club	150.00
Kevin Richardson – grass cutting	240.00

It was resolved to pay enbloc

**11 Annual Governance and Accountability Return 2022-2023 (AGAR)**

**11.1 To receive and agree the Accounts for 2022-2023 (circulated)**

The Clerk explained the Accounts and the reserves held.

It was resolved that these be signed

**11.2 To receive and consider internal auditor's report for 2022-2023 (circulated)**

The report was noted and appropriate actions would be taken.

**11.3 To consider and complete Section 1&2 of the Annual Return for 2022-2023**

It was resolved that the AGAR be signed.

**11.4 To consider and review risk assessment**

The Council reviewed the risk assessment and it was resolved that it be agreed.

**11.5 To consider and review asset list**

The Council reviewed the asset list and it was resolved that it be agreed.

**11.6 To consider the re-appointment of internal auditor for 2023-2024**

The Council resolved to re-appoint Ros Calvert as internal auditor.

12. **To appointment Councillors responsibilities for:**
- Multisports, Planning, Gas Liaison Officer, Playing Field Monitor(s)  
Health and safety team, allotments and footpaths  
Resolved to defer until July meeting. Agenda
13. **To review and increase annual allotment rental**  
Discussion took place on this and for the next year it was resolved that no increase be applied.
14. **To Receive Reports from Councillors and items for the next Agenda**  
The Clerk would write to Bacton Football Club to assess the situation going forward. EP  
Bench at St Andrews Close needed new slats. EP
15. **To confirm date of the next Meeting**  
**Bacton Ordinary Parish Council Meeting -**  
**Monday 10th July 2023 - Bacton Village Hall @ 7.00pm**

There being no further business the meeting concluded at 8.35pm

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CHAIR

10<sup>th</sup> July 2023