

# BRIDGHAM PARISH COUNCIL

**MINUTES** of the Annual Parish Council Meeting held on Tuesday 20 May 2025 commencing 7.30 pm at Bridgham & Roudham David O'Neale Memorial Village Hall.

**Councillors Present:** Cllr P Graham (Chair), Cllr D Gilks, Cllr G Sharpe, and Cllr R Wright

**Also in attendance:** Sara Campbell & 1 members of the public

**1. To elect a Chair**

Cllr Wilkes proposed Cllr Graham to the role of Chair, seconded Cllr Wright and unanimously agreed. Cllr Graham signed the Declaration of Acceptance of Office.

**2. To appoint a Vice Chair**

Cllr Graham proposed Cllr Sharpe, seconded Cllr Wright and unanimously agreed.

**3. To consider accepting apologies for absence:**

Apologies received and approved from Cllr J Youngs

**4. To approve the minutes of the Parish Council Meeting held on 1 April 2025**

The minutes of the Parish Council Meeting held on 1 April 2025 (pages 1-3 of 3) previously circulated to all members, were unanimously agreed and signed by the chair.

**5. To receive declarations of interest and requests for dispensations for disclosable pecuniary interests or other interests:**

None

**6. To receive questions or comments from the parishioners:**

Two residents raised concerns regarding the positioning of the recently installed swings in the play area adjacent to their property. They reported that the swings are located too close to their boundary conifer hedge, which they feel compromises their privacy and results in an unacceptable level of noise. Additionally, it was mentioned that children using the swings are able to see into their property, and recently a child threw a branch into their garden, which could have caused injury. They requested that the swings be relocated further from their boundary.

Cllr Graham responded that while the concerns are understood, the Council cannot control the behaviour or noise levels of children using the public play area.

Cllr Sharpe added that there is no legislation stipulating a minimum distance between play equipment and private properties.

The Council noted the concerns raised and agreed to consider the matter further.

**7. To receive the reports from the District & County Councillors:**

**District Cllr W Nunn** updated the meeting on the proposed Local Government re-organisation. A mayor will be elected next year to represent Norfolk & Suffolk. The re-organisation of local government will follow, Norfolk County Council are favouring a one unitary council model, Breckland are supporting a model for 3 unitary councils.

**County Cllr S Askew** reported that there is a new Highway Engineer for our area – Luke Denney. He reminded the Council of the Parish Partnership grant for highways projects in the parish which is 50% match funding. There is also a Members' budget that Cllr Askew can use to support highways & environmental projects in the parish.

**8. To receive Clerk's report:**

The Clerk updated the Council on the following:

- A date to hold the Annual Parish Meeting – it was agreed that Cllr Sharpe & Cllr Gilks could be present to hold this meeting on Friday 30 May 2025.
- The Smaller Authorities Proper Practices Panel's Practitioners' Guide stipulates that the Council MUST have a .gov.uk email address and domain – Parish Online are offering a free service.
- Conversation with ClearScape Garden Services regarding the grass cutting at the playing field asking them to leave the grass little longer
- There has been an update to the Local Plan
- The Unmetered Supply Office (UMSO) have updated Npower on the use of LED lights in the village streetlights; this should reduce the monthly electricity charge.
- An email received from Bridgham United Football Club

**9. To approve the essential policies:**

**9.1. Standing Orders**

**9.2. Financial Regulations**

**9.3. Internal Control**

The Clerk informed the Council of the amendment to the contract value from £25,000 to £30,000 affecting both Standing Orders and Financial Regulations. Councillors unanimously agreed these changes. Councillors unanimously agreed that the Internal Control Policy remains unchanged.

**10. To consider potential improvements to the playing field area:**

**10.1. To receive an update on the purchase of new swings for the playing field** – The swings have been installed by Action Play and as discussed during the public forum the residents of the neighbouring property are unhappy about their location. The cost of relocating these is £820.00 + VAT. Cllr Graham suggested that we discuss the purchase of additional equipment and the refurbishment of the climbing frame and see if they are on site the cost of relocation of the swings could be reduced. **Clerk to contact Action Play.**

ROSPA Inspection is booked for June.

**11. To receive an update on the repairs to the store cupboard at the village hall:**

No update

**12. To receive an update on the repair of the damage to the village hall steps:**

No update

**13. PLANNING:**

**13.1. To Comment on any Current planning applications:**

None – Clerk to investigate the building of a potential solar farm in Roudham.

**13.2. To receive an update on any previous planning applications:**

None.

**14. FINANCE**

**14.1. Approval of payments to be made**

**Payments (C)** Unanimously approved

PAY Date	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
31/3/2025	Unity Bank	Service Charge	6.00		
02/05/2025	Sara Campbell	Salary & Expenses April	237.38		
20/05/2025	Sara Campbell	Salary & Expenses May	194.18		
20/05/2025	HMRC	PAYE	4.02		
20/05/2025	Unity Bank	Service Charge 30/4/25	6.00		
20/05/2025	Unity Bank	Service Charge 31/5/25	6.00		
20/05/2025	ClearScape	Invoices 2069, 2078, 2100	585.00	97.50	
20/05/2025	Action Play & Leisure	New Swing - Invoice APL23578	3,888.60	648.10	
		<b>TOTAL</b>	<b>4,927.18</b>	<b>745.60</b>	

## 11.2 Receipts (B)

Date	Account	Received From	Amount
23/1/25	Business Premium	HMRC VAT	2,245.38
	Unity	Breckland Council Precept	5,713.44
<b>TOTAL £</b>			<b>7,958.82</b>

## 11.3 Responsible Finance Officer's Report:

Details	CR	DR	
Cash Book Balances Brought Forward			
<b>Community Account</b>	1,550.50		
<b>Unity Account</b>	1,138.03		
<b>TOTAL A</b>	<b>2,688.53</b>		
Receipts this month (Community Account & Unity Account ) (listed above): <b>B</b>	<b>5,713.44</b>		
Payments this month (Unity & Community) (listed above): <b>C</b>		<b>4,927.18</b>	
Cash Book Balance Carried Forward (=A+B-C-D)			
<b>Community &amp; Unity Account Balances</b>			<b>3,474.79</b>
<b>Business Premium Account Balance Receipts (listed above) B</b>	2,245.38		<b>5,230.72</b>
<b>Less Reserves (inc. Earmarked)</b>			<b>4,585.17</b>
<b>TOTAL FUNDS AVAILABLE TO SPEND</b>			<b>4,120.34</b>

- 15. To approve the appointment of Robin Goreham as Internal Auditor:**  
Unanimously approved.
- 16. To receive items for the next Agenda:**  
Please have any requests to the Clerk 1 week before the meeting date.
- 17. To agree the proposed time and date of the next parish council meeting:**  
The Annual Parish Council meeting will be held on Tuesday 17 June 2025 at 7.30 pm

Meeting Closed at 20:34 pm