

BRIDGHAM PARISH COUNCIL

MINUTES of the Parish Council Meeting held on Tuesday 4 June 2024 commencing 7.30 pm at Bridgham & Roudham David O'Neale Memorial Village Hall.

Councillors Present: Cllr P Graham (Chair), Cllr D Gilkes, Cllr G Sharpe, Cllr J Youngs and Cllr R Wright

Also in attendance: Sara Campbell & 2 members of the public

The Annual Parish Council Meeting is required to be held on any day between 1st – 31st May. However, due to Councillor availability the council was not quorate to hold this meeting before 4 June 2024.

- 1. To elect a chair:**
Cllr Wright proposed Cllr Graham, seconded Cllr Youngs and unanimously agreed.
- 2. To receive the Chair's signed Declaration of Acceptance of Office:**
Cllr Graham signed the Declaration of Acceptance of Office as Chair.
- 3. To consider accepting apologies for absence:**
None
- 4. To approve the minutes of the Parish Council Meeting held on 29 April 2024**
The minutes of the Parish Council Meeting held on 29 April 2024 (pages 1-4 of 4) 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:**
None
- 7. To receive the reports from the District & County Councillors:**
None.
- 8. To receive Clerk's report:**
The Clerk updated the Council on the following correspondence received:
 - Email regarding speeding traffic through the village
 - Emails received regarding the dangerous bend as you enter the village from Thetford

9. To approve the essential policies:

9.1. Standing Orders

9.2. Financial Regulations

9.3. Internal Control

The above policies were considered appropriate at this time and will be amended as required and reviewed again next year.

10. To receive and consider updates on the following projects and initiatives:

10.1. Installation of a defibrillator – Councillors considered the material previously circulated; it was agreed the defibrillator needed to be:

- Fully automatic
- Be suitable for both adult and paediatric patients
- Include a heated external locked cabinet

The estimated cost is £2,200, the Village Hall have agreed to contribute £1,000. The Council gave the Clerk the power to purchase the defibrillator based on the above costs. Unanimously agreed.

10.2. Creating a book swap at the Village Hall – Clerk to order the shed, delivery to Cllr Sharpe, order the plain wooden one and Cllr Sharpe will treat.

11. To consider potential improvements to the playing field area:

See 12 below.

12. To receive an update on the recent Parish Meeting held at the playing field:

The “get together” at the playing field took place on Sunday 2nd June. 7 responses to the questionnaires had been received, these will be analysed and discussed in detail at the next meeting.

13. To receive an update on the remedial work following the recommendations of the ROSPA Inspection of the play equipment:

Cllr Sharpe has undertaken some of the required remedial work, the bench needs to be re stained.

14. To receive an update on the use of the pink chalk spray to make dog mess around the village:

Cllr Gilks has the pink chalk spray, this can be removed from the agenda.

15. To receive an update on the recent damage to the village hall steps and agree a course of action:

The measurements have been taken and the key clamp system can be ordered.

16. PLANNING:

16.1.To Comment on any Current planning applications:

None

16.2.To receive an update on any previous planning applications:

111 The Street, planning has been approved.

17. FINANCE

17.1.Approval of payments to be made

Payments (C) Unanimously approved

PAY TYPE	PAYEE	DESCRIPTION	ACTUAL AMOUNT	VAT	PAYE
D/D	Npower	Electricity – February	259.85	12.37	
D/D	Npower	Electricity – March	238.24	11.34	
Online	Sara Campbell	Salary& Expenses 1/5/24 – 31/5/24	231.30		
Online	ClearScape	Grass Cutting 1684, 1703	390.00		
Online	HMRC	Sara Campbell Tax	434.60		
Online	Unity Bank	Service Charge	18.00		
Online	George Sharpe	Bolt covers	10.69		
		TOTAL £	1,582.68		

Receipts (B)

Date	Account	Received From	Amount
10/4/24	Unity	Paul Rackham Ltd	861.00
14/5/24	Unity	Bridgham United FC	325.00
		TOTAL £	1,186.00

Responsible Finance Officer's Report:

Details	CR	DR	
Cash Book Balances Brought Forward			
Community Account	1,550.50		
Unity Account	5,953.82		
TOTAL A	7,504.32		
Receipts this month (Community Account & Unity Account)(listed above): B	1,186.00		
Payments this month (Unity & Community) (listed above): C		1,582.68	

Details	CR	DR	
Cash Book Balance Carried Forward (=A+B-C-D)			
Community & Unity Account Balances			7,107.64
Premium Account Balance £2,286.36			2,286.36
Less Reserves (inc. Earmarked)			4,587.37
TOTAL FUNDS AVAILABLE TO SPEND			4,806.63

18. To consider a Parish Maintenance Working Group:

It was agreed that a Cllr Youngs would organise a Parish Maintenance Working Group to undertake maintenance around the parish.

19. To consider holding Parish Council meetings bi-monthly:

It was unanimously agreed to change the meeting schedule to bi-monthly.

20. To receive items for the next Agenda:

Agree date and tasks for "village spruce"
Feedback on Playing Field Consultation

21. To agree the proposed time and date of the next parish council meeting:

Due to holidays and work commitments the next meeting of the Council will be held on Tuesday 16 July 2024 at 7.30 pm

Meeting Closed at 20:45 pm