

Bulwick Parish Council

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Bulwick Parish Council Meeting Minutes

Date	Friday 9 th May 2025	498	19.15 20.35
Meeting held at	St Nicholas Church, Bulwick, NN17 3ET		
Present	Cllr I Martin (Chair) Cllr A Lashmar (Vice Chair) Scott Macdonald Members of the public in attendance (9) + Florence (K9 Supporter)		
Apologies	None		
Minutes taken by	Helen Keech - Clerk to Bulwick Parish Council		
Discussion		Action	
2505.46	Election of Chair - members are asked to formally appoint a chair for the Bulwick Parish Council for the forthcoming year 2025-26. (LGA 1972, ss 15(2) and 34(2)). - <i>Cllrs unanimously appointed Ian Martin to continue in the position of Chair. Cllr Ian Martin signed his Declaration of Acceptance of Office & Chair at this point.</i>		RESOLVED: (AL/SM)
2505.47	Election of Vice Chair - members are asked to formally appoint a vice chair for the Bulwick Parish Council for the forthcoming year - <i>Cllrs unanimously appointed Anne Lashmar to continue in the position of Vice Chair. Cllr Anne Lashmar signed her Declaration of Acceptance of Office at this point.</i>		RESOLVED: (IM/SM)
2505.49	To receive and approve reasons for apologies - members to approve apologies for absence (LGA 1972 Sch12, para 40). - None		NOTED:
2502.38	To receive declaration of interests - members to declare any pecuniary or prejudicial interests in relation to items on the agenda (Localism act 2011 and the relevant authorities (DPI) regulations 2012). Councillors are reminded of their obligations to declare orally their interests as per BPC Model Code of Conduct (adopted 2015).		RESOLVED: None given
2505.51	To authorise the Chair to sign as a correct record of the proceeding: Minutes of the Bulwick Parish Council Meeting dated 17 th February 2025 2024. (LGA 1972 Sch12 P41(1)).		RESOLVED: Signed by the chair. (AL/IM)

2505.52	<p>Matters arising from the minutes, not listed on Agenda.</p> <p>The clerk has removed items from this section and allocated them into other areas. This will be removed as an agenda item going forward as the council are unable to discuss or make decisions on items that are not listed on the agenda.</p>	<p>RESOLVED: All Cllrs Agreed</p>
2505.53	<p>Public Session (*) <i>The council welcomes the participation of residents and will receive and process comments and questions from members of the public/press in accordance with the Bulwick Parish Council Standing Orders. Decisions 'cannot be made' on items not on the agenda.</i></p> <p>Memorial Bench - Mr John Toseland would like to place one by the village shop in memory of his wife. They moved into the village in 1958 and have contributed no end towards the village and its upkeep. Mr Toseland is prepared to pay for all costs associated with the bench. The other option given was a plaque on the church wall, however the church warden advised that this would have to go through the diocese which is very complicated and difficult process.</p> <p><i>The chair advised that this is not a parish council issue and they need to engage with NNC and the planning department as they will have the final decision. When planning consult the parish council with regard to the application, he can foresee no issue with it.</i></p> <p>Red Lodge Road (Speed of Traffic) - concerns for the safety of animals and children along this area.</p> <p><i>It is difficult to know what to do in this area, speed humps are extremely expensive and would they be effective? Potential for the villagers to patrol with speeds guns (chair speaking with local police force).</i></p>	
2502.42	<p><u>COMMUNITY MATTERS</u></p> <p><u>HIGHWAYS</u></p> <p>To discuss and action the following</p> <p>Defibrillator - is James Sanderson continuing to oversee this now he is no longer a Cllr or do we need a new caretaker - Clerk to email James</p> <p>Proposed Sycamore Tree Removal Chair (Representing Rupert Conant). - Bulwick Estate are going to replace with a new hedge and 12 trees in accordance with the conservation project. This will enhance the village. Clerk copied in Bulwick estates the response email sent to the planner showing BPC support for this application.</p> <p>Request for a Memorial Bench - Discussed in 2505.53 - Villager to make application to NCC Planning</p> <p>Rules governing the erection of a Memorial Bench - Chair Discussed in 2505.53 - Villager to make application to NCC Planning.</p>	<p>WORK IN PROGRESS: Clerk</p> <p>RESOLVED: (SM/AL)</p> <p>RESOLVED:</p> <p>RESOLVED:</p>

	<p><u>HIGHWAYS</u></p> <p>Update on Street Light Refurbishment – The three lights have been ordered, however one of the lights requested has already been replaced - awaiting confirmation from Cllrs to correct numbers.</p> <p>Potential New Speed Indicator - Chair has a quote for another speed indicator for the lower end of the village where concerns for speed have been raised. It is the same type as already in the village that has been reported to be working well. It was decided by all Cllrs that this was required at a cost of £4,040.00 plus £100.00 delivery.</p> <p>Broken Bollard in Village - Clerk added to list of reports on 04.05.2025 and it was repaired by 09.05.2025</p> <p>A43 Speed Signs - Chair has had no update on these since January 2025 from Sarah Barnwell, other than that they are on the list to be replaced with no timeline line due to funds. Cllr S Fairhall popped into the meeting beforehand to introduce himself and has since emailed requesting more information to help with the issue. Deene & Deenethorpe Parish Council have arranged a meeting (16th May 2025 @ 7pm) to discuss the A43 with local parish councils to create an action plan.</p> <p>Section 136 Grass Cutting Funds - Keir sent an email retracting this offer and informed they will reschedule another email for 2026.</p> <p>Village Litter Picking - Some villagers have got together and completed a litter in April 2025. Suggestion it to change this to a 'Village Tidy' working on the overgrown green areas in the village. Cllr AL to source litter picking equipment back from Malcom Beaton.</p>	<p>WORK IN PROGRESS:</p> <p>RESOLVED: (IM/AL)</p> <p>RESOLVED:</p> <p>WORK IN PROGRESS:</p> <p>NOTED:</p> <p>WORK IN PROGRESS: (SM/AL)</p>
2505.55	<p><u>CLERKS UPDATE & CORRESPONDANCE</u></p> <p>Elections - This was uncontested for Bulwick Parish Council and the three nominated people were duly elected. We currently have two Cllr places that require co-option - Chair / Clerk</p> <p>Welcome to Scott Macdonald - Co-opted in February and duly elected in May 2025 onto the council - Chair</p> <p>Co-option of a Cllr - Camille Ortega McLean - Due to circumstances beyond her control she was unable to attend the meeting.</p> <p>New Cllrs to Complete necessary paperwork in order to keep the TPC compliant - Clerk</p> <p>Expenses Form - New Cllrs to send (even if Nil) to election office 28 days after the day of the election - Clerk</p>	<p>NOTED:</p> <p>NOTED:</p> <p>DEFERRED:</p> <p>RESOLVED:</p> <p>NOTED:</p>

	<p>GDPR Councillor Resignation Checklist - Needs to receive this back from departing Cllrs - Clerk has now received these and holds them on file</p> <p>.gov.uk website & emails - This is a requirement for next year's AGAR. Long discussion over the advantages and disadvantages of changing supplier (clerk talked about different supplier and costs over two/three year period) and when to change. Decided to change to Hugo Fox but date to be decided for change over.</p> <p>Annual Meetings - (Local Government Act, 1972 SCHEDULE 12 Part III). There are two annual meetings, one is a meeting of the parish council (the Annual Meeting), and the other is a meeting of the electors of the parish (the Annual Parish Meeting, aka Annual Parish Assembly). These two meetings serve very distinct and different purposes and should not be confused. It is good practice to hold them on separate evenings to avoid confusion. This should be held between 1st March and 1st June and serves as a platform for local electors to discuss parish-specific matters - <i>Meeting arranged for 23.05.2025</i></p> <p><u>POLICES - Yearly review and readopted</u></p> <p>To be voted upon on mass as reviewed regularly at other BPC meetings</p> <p>Bulwick Parish Council Financial Regulations 2024</p> <p>Bulwick Parish Council Standing Orders</p> <p>Bulwick Parish Council Declaration of acceptance of office</p> <p>Bulwick Parish Council Electronic Summons Consent Form</p> <p>Bulwick Parish Council GDPR Cllrs Resignation Checklist</p> <p>Bulwick Parish Council Members Code of Conduct</p> <p>Bulwick Parish Council Members Register</p> <p>Bulwick Parish Council Complaints Procedure</p> <p>Bulwick Parish Council - Disciplinary Policy</p> <p>Bulwick Parish Council Festival Committee Policy</p> <p>Bulwick Parish Council Scheme of Delegation</p> <p>Bulwick Parish Council - ICO Publication Scheme</p> <p>Bulwick Parish Council - Grievance Policy</p> <p>Clerk needs to write an internet policy to comply with new legislation and a Financial Risk Assessment</p>	<p>RESOLVED:</p> <p>WORK IN PROGRESS: (IM/SM)</p> <p>RESOLVED:</p> <p>ALL AGREED (IM/AL)</p> <p>NOTED:</p>
2505.56	<u>BULWICK'S FINANCES / ACCOUNTS</u>	

	<p>To note current account balance stands at £12,175.88.94 on 30.04.2025. (Accounts & Audit 2015 Reg 4)</p> <p>To note savings account balance stands at £10,041.16 on 30.04.2025. (Accounts & Audit 2015 Reg 4)</p> <p>Invoices - to approve payments for the following (Accounts & Audit 2015 Reg 4)</p> <table><tr><th>DATE</th><th>TO WHOM</th><th>REASON</th><th>COST</th><th>POWERS & DUTIES</th></tr><tr><td>21.02.25</td><td>NCALC</td><td>Planning for Elections</td><td>£50.40</td><td>LGA 1972 S175</td></tr><tr><td>21.02.25</td><td>Bulwick Church</td><td>BPC Meeting Feb 25</td><td>£30.00</td><td>LGA 1972 SS133</td></tr><tr><td>25.02.25</td><td>H. Keech</td><td>Staff Costs</td><td>£274.38</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.02.25</td><td>DCK Payroll</td><td>Wages 02.25</td><td>18.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.02.25</td><td>HMRC</td><td>PAYE</td><td>£68.40</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>28.02.25</td><td>Unity Bank</td><td>Service Charge</td><td>£6.00</td><td>LGA 1972 S111</td></tr><tr><td>25.03.25</td><td>H. Keech</td><td>Staff Costs</td><td>£274.18</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.03.25</td><td>DCK Payroll</td><td>Wages 03.25</td><td>18.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.03.25</td><td>HMRC</td><td>PAYE</td><td>£68.60</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>28.03.25</td><td>Community Heart Beat</td><td>Debif - Yearly cost</td><td>£198.00</td><td>LGA 1972 S137</td></tr><tr><td>28.03.25</td><td>SSE</td><td>Street Lights</td><td>£120.52</td><td>PCA 1957 S3 & HWA 1980 S301</td></tr><tr><td>28.03.25</td><td>SSE</td><td>Street Lights</td><td>£571.09</td><td>PCA 1957 S3 & HWA 1980 S301</td></tr><tr><td>31.03.25</td><td>NCALA</td><td>End of Year Training</td><td>£42.00</td><td>LGA 1972 S175</td></tr><tr><td>31.03.25</td><td>Unity Bank</td><td>Service Charge</td><td>£6.00</td><td>LGA 1972 S111</td></tr><tr><td>17.04.25</td><td>SSE</td><td>Street Lights</td><td>£58.71</td><td>PCA 1957 S3 & HWA 1980 S301</td></tr><tr><td>25.04.25</td><td>H. Keech</td><td>Staff Costs</td><td>£274.38</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.04.25</td><td>DCK Payroll</td><td>Wages 04.25</td><td>18.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>25.04.25</td><td>HMRC</td><td>PAYE</td><td>£68.00</td><td>LGA 1972 S101,111 & 112</td></tr><tr><td>30.04.25</td><td>Unity Bank</td><td>Service Charge</td><td>£6.00</td><td>LGA 1972 S111</td></tr></table> <p>Invoices - to note income into the current account (Accounts & Audit 2015 Reg 4)</p> <table><tr><th>DATE</th><th>FROM WHOM</th><th>REASON</th><th>COST</th></tr><tr><td>22.04.25</td><td>NNC Finance</td><td>Precept</td><td>£15,000.00</td></tr></table> <p>Instant Access Savings Account - to note balance off (Accounts & Audit 2015 Reg 4)</p> <table><tr><th>DATE</th><th>INCOME</th><th>REASON</th><th>TOTAL</th></tr><tr><td>24.04.25</td><td>Unity Bank</td><td>Trns from main account</td><td>£5,000.00</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>To request changing - SSE contract - They have been extremely unhelpful with the recent billing issues and despite not returning my calls / emails / or responding to two official complaints I continue with the uphill struggle. I have it confirmed that we only have two live UNS and one which needs to be closed down (will look at this in the summer holidays)</p>	DATE	TO WHOM	REASON	COST	POWERS & DUTIES	21.02.25	NCALC	Planning for Elections	£50.40	LGA 1972 S175	21.02.25	Bulwick Church	BPC Meeting Feb 25	£30.00	LGA 1972 SS133	25.02.25	H. Keech	Staff Costs	£274.38	LGA 1972 S101,111 & 112	25.02.25	DCK Payroll	Wages 02.25	18.00	LGA 1972 S101,111 & 112	25.02.25	HMRC	PAYE	£68.40	LGA 1972 S101,111 & 112	28.02.25	Unity Bank	Service Charge	£6.00	LGA 1972 S111	25.03.25	H. Keech	Staff Costs	£274.18	LGA 1972 S101,111 & 112	25.03.25	DCK Payroll	Wages 03.25	18.00	LGA 1972 S101,111 & 112	25.03.25	HMRC	PAYE	£68.60	LGA 1972 S101,111 & 112	28.03.25	Community Heart Beat	Debif - Yearly cost	£198.00	LGA 1972 S137	28.03.25	SSE	Street Lights	£120.52	PCA 1957 S3 & HWA 1980 S301	28.03.25	SSE	Street Lights	£571.09	PCA 1957 S3 & HWA 1980 S301	31.03.25	NCALA	End of Year Training	£42.00	LGA 1972 S175	31.03.25	Unity Bank	Service Charge	£6.00	LGA 1972 S111	17.04.25	SSE	Street Lights	£58.71	PCA 1957 S3 & HWA 1980 S301	25.04.25	H. Keech	Staff Costs	£274.38	LGA 1972 S101,111 & 112	25.04.25	DCK Payroll	Wages 04.25	18.00	LGA 1972 S101,111 & 112	25.04.25	HMRC	PAYE	£68.00	LGA 1972 S101,111 & 112	30.04.25	Unity Bank	Service Charge	£6.00	LGA 1972 S111	DATE	FROM WHOM	REASON	COST	22.04.25	NNC Finance	Precept	£15,000.00	DATE	INCOME	REASON	TOTAL	24.04.25	Unity Bank	Trns from main account	£5,000.00					<p>NOTED:</p> <p>NOTED:</p> <p>APPROVED: (IM/AL)</p> <p>NOTED:</p> <p>NOTED:</p> <p>RESOLVED: (IM/AL)</p>
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	<p>as requires site visits). They also pass us over to debit collectors (no action taken as they could see we had paid the majority of the invoice). They also only put one of the accounts into contract in January so we still have one account on the VSR - <i>Discussion held over poor performance of SSE and decision to move to approved provider from NALC (Yu Engery).</i></p> <p>External Audit – Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities.</p> <p>This has been completed by Clerk/RFO and internal audit took place on 18.04.2025 at 10am. This information has been emailed to all councillors (on 18.04.2025).</p> <p>Certificate of Exemption AGAR 2024/25 Form 2 - Completed by clerk/RFO to be signed as correct by Chair and RFO once read out and approved in meeting by all Cllrs.</p> <p>Annual Governance Statement 2024/25 - Completed by clerk/RFO to be signed as correct Chair and Clerk once read out and approved in meeting by all Cllrs.</p> <p>Accounting Statements 2024/25 - Completed by clerk/RFO to be signed as correct by Chair once read out and approved in meeting by all Cllrs.</p> <p>Explanation of variances forms - Completed by clerk/RFO to be read out and acknowledge by all Cllrs as correct in meeting.</p> <p>Notification of Public Rights - Completed by clerk/RFO</p> <p>Bank Reconciliation - Completed by clerk/RFO</p> <p>2025 Internal Audit Report for AGAR - Received back from auditor and action points noted for addressing read to all councillors. Placed on village notice boards 02.05.2025 and website 23.04.2025. Clerk to create an audit action plan.</p>	<p>APPROVED: (IM/AL)</p> <p>APPROVED: (IM/AL)</p> <p>APPROVED: (IM/AL)</p> <p>APPROVED: (IM/AL)</p> <p>APPROVED: (IM/AL)</p> <p>APPROVED: (IM/AL)</p> <p>APPROVED: (IM/AL)</p> <p>WORK IN PROGRESS:</p>
2505.57	<p>Items for next meeting or general interest</p> <p>- None</p>	
2505.58	<p>Dates for future meetings -</p> <p>Tuesday 23rd May 2025 (APM) @ 19.15 hrs Tuesday 23rd May 2025 (EPM) @ 19.00 hrs Wednesday 20th August 2025 @ 19.15 hrs Wednesday 26th November 2025 @ 19.15hrs Wednesday 21st January 2026 @ 19.15hrs Wednesday 6th May 2026 @ 19.15hrs</p> <p>All other committee meetings will be advised by way of a summons in the form of an agenda in line with statutory requirements.</p>	<p>APPROVED (all Cllrs)</p>

2505.59	Close of Meeting Due to no other business the chair closed the meeting at 20.35pm	

Approved & Signed by Cllr Ian Martin on 23rd May 2025

Mr Ian Martin
 Chair to Bulwick Parish Council