

Website address of the Billingford Village Website:- [brecklandparish.wixsite.com/billingfordpc](http://brecklandparish.wixsite.com/billingfordpc)

Minutes of the Billingford Parish Council Annual meeting held on  
Tuesday 15<sup>th</sup> May 2018 at 7.30 p.m. at Billingford Village Hall

Present:- Cllr A Lake, Cllr Skinn, Cllr S Harris, Cllr M Baldwin, Cllr V Wilson  
and Cllr Mary Reeve

Others Present: - 8 members of the Public and Dist. Cllr Gordon Bambridge

Matters raised under time allocated to the Public. This period of time allocated will be 20 minutes max. A resident mentioned that there was to be a Churchyard grass cutting Party taking place that evening at 7.00 p.m.

**1. Election of Chairman and Vice Chairman for the forthcoming year**

Cllr Lake stayed in the chair for the election of officers, explaining that after a minimum of 25 years, he was no longer standing as Chairman, as he felt the position had become a chore rather than the honour he felt it was a few years ago. However, as no-one else was prepared to take on the post, Cllr Reeve proposed Cllr Lake for the position of Chairman for the forthcoming year, seconded by Cllr Harris and carried. He signed the Declaration of Acceptance of Office form.

Cllr Lake proposed Cllr Payne for the position of Vice Chairman for the forthcoming year, seconded by Cllr Reeve and carried.

**2. Welcome and to consider accepting apologies for absence**

The Chairman welcomed those present to the meeting. There were apologies for absence received from Cllr P Payne and these were accepted.

**3. To declare any Interests re items on the agenda**

There were no Interests declared.

**4. To confirm minutes of the meeting held on 6<sup>th</sup> February 2018**

The minutes had been circulated. Cllr Baldwin proposed that the minutes of 6<sup>th</sup> February accepted as an accurate record of the meeting, seconded by Cllr Skinn and carried, so the Chairman signed them as a true copy.

**5. To discuss any matters from the minutes of 6<sup>th</sup> February (not on the agenda)**

There were no matters arising.

**6. To discuss Correspondence received**

The only mail received was a copy of the Clerks & Councils Direct magazine, a newsletter from Open Spaces and a donation request from Open Spaces. The Parish Council decided not to send a donation on this occasion.

**7. To discuss any Planning Issues**

3PL/2017/1379/LB and 3PL/2017/1378/HOU, Billingford Hall, Elmham Road, Mr M Payne, closure of the existing road access to the site & creation of a new road access arrangement into the site. Planning Permission has been received.

3PL/2017/1613/F Mrs C Brahimi, open field accessed to the w. of Bintree Rd., erection of dwelling & garage. Planning Permission has been received.

3PL/2017/1460/HOU Mr Graham Wade, Common View, Holl Lane, 2 storey extension & renovation to existing dwelling. Planning Permission has been received.

3PL/2016/0533/H Wensum Valley Hotel, Golf & Country Club, Billingford & Swanton Morley, erection of visitor centre and change of use of land for campsite, outdoor recreation & centre with associated works & outline permission for 8 holiday lodges. Planning Permission has been received.

Garage built opposite Blacksmith Cottage, Bintree Road. Report from Clerk on the situation. The Clerk had reported the situation to Breckland Council and had been informed they would investigate the situation.

**8. To discuss Highways Matters – speed calming**

Cllrs Payne and Reeve have been in touch with Highways and will receive training for the SAM2 sign. It will be placed on the 30 m.p.h. sign. Next time it will be placed in a different place. There was much discussion regarding the problem of drivers speeding through the village.

**9. To receive a report from the Community Speedwatch organisers**

The Scheme is brilliant but more Volunteers are needed. Speeders are at their worst early in the morning. Although there are volunteers working, they cannot do it all the time and more people are needed.

**10. To receive a report from the SAM2 speed sign organisers**

The sign arrives on Friday and there will be an update on this project at the July meeting.

**11. To authorize financial payments**

The Parish Council agreed to pay the following necessary financial payments:-

Open Spaces Society subscription £45.00	Zurich Municipal Insurance £167.44
Clerk's salary for March – May £424.13	HMRC tax March – May £106.00
Clerk's expenses March – May £70.80	Norfolk Parish Training & Supp. Subs £40.00
TD Gardens £75.00	

**12. Adoption of end of year accounts and Certificate of Exemption**

The Parish Council wished thanks to Mr Ian Warren to be minuted as he had acted as Internal Auditor for the Council. He had completed page 4 of the Annual Return and produced a report, which will be put on the website.

Cllr Harris proposed the end of year accounts be accepted as accurate, seconded by Cllr Wilson and carried.

Cllr Harris proposed the Certificate of Exemption be adopted, seconded by Cllr Wilson and carried. Mrs Hubbard, the Clerk/The Responsible Finance Officer and the Chairman signed the Certificate.

Cllr Harris proposed the Annual Governance Statement be adopted, seconded by Cllr Wilson and carried. Cllr Harris proposed the Accounting Statements be adopted, seconded by Cllr Wilson and carried.

**13. Amendment to Clerk's contact of employment, due to extra role of Data Protection Officer**  
This will go on the July agenda.

**14. To discuss the play equipment for the playing field situation**

Cllrs Lake and Harris had a meeting with the Village Hall Committee and they are waiting for a quote to renew the swings. The Parish Council wants to lease a small piece of the playing field for the play equipment as this would create an easier situation for grants. They wish to pay a peppercorn rent and a legal agreement will be drawn up.

**15. To discuss update on the idea of purchasing a small piece of land from N.C.C.**

There is nothing to report on this subject as the Parish Council is waiting for Norfolk County Council to tell them the price they want to sell it for.

**16. To adopt the Data Protection Policy, the Terms of Reference and create the Committee**

Cllr Baldwin proposed the Data Protection Policy and the Terms of Reference be adopted, seconded by Cllr Skinn and carried.

Cllr Lake and Cllr Payne will form the Committee with Mrs Hubbard, the Data Protection Officer as the Secretary.

**17. To review Standing Orders and Financial Regulations and make any necessary amendment**

Cllr Lake proposed the amended Financial Regulations be adopted, seconded by Cllr Baldwin and carried. The amended Standing Orders will be adopted at the July meeting.

**18. To discuss the website**

Cllr Lake will speak to Mr Jackman about the website when he has the time to do so.

**19. To receive items for the next agenda**

To adopt amended Standing Orders

The play equipment situation

**20. To confirm date and time of next meeting**

The date of the next Parish Council meeting is set for Tuesday 24<sup>th</sup> July 2018 at 7.30 p.m. The Chairman thanked everyone for attending. There being no other business to discuss, the Chairman declared the meeting closed at 8.30 p.m.

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Chairman

..... 24/7/2018  
Date

.....  
Clerk

..... 24/7/2018  
Date