

**BACTON & EDINGTHORPE**  
**ANNUAL PARISH MEETING**  
**MINUTES**  
**MONDAY 13<sup>th</sup> MAY 2024**  
**Held @ Bacton Village Hall – 7.00pm**

SUSAN HOLDEN - CHAIRED THE MEETING

In attendance 11 members of the Parish and Elaine Pugh - Clerk to Council

**1. Chair's Review/Report for the year 2023-2024**

The Chair welcomed everyone to the Bacton & Edingthorpe 2024 - Annual Parish Meeting.

During 23-24 we co-opted 3 new Councillors -  
Stephen Humphrey's White, Gill Cullingford and Christine Smith

We have also upgraded the Council's website.

**PLANNING AND HIGHWAYS**

We continue to chase Planning and Highways on matters which impact the Parish.

We have objected to the Flagship Housing Development for 47 units - application number 23/1612.

**The land at Highbanks, Edingthorpe** - the pampas grass was removed and we thank the contractor for completing these works. A great deal of effort and finance has been concentrated in this part of the Parish over the last year. A lifebuoy has been installed at the pond, the grass is being regularly cut and a planting scheme agreed to encourage biodiversity. A team of volunteers are also active on the land.

We were successful in our mission to install a defibrillator in Edingthorpe and together with funding attained and monies from reserves this was achieved.

We thank the householder for coming forward to give the unit a home.

**GENERAL**

The ongoing maintenance within the parish continues albeit due to the bad weather progress has been slow. Repairs of play equipment have been completed - these are expensive items to maintain and they are inspected yearly. The list never ends.

**During 23/24 donations/contributions were made to:**

£643.50 - Little Pirates - we pay for the regular hiring of the hall

£150 to the Gardening Club

£250 to Wildtouch

We would like to thank the Dog and Flood wardens for the personal commitment they give voluntarily to their village.

**During 24/25** - we will be seeking a permanent use for the Pavillion and if anyone has a suggestion, please let us know.

We are also investigating a way forward with the area which was previously the Bowls Club.

We would like to extend our thanks to all the volunteers who assist the Council in any capacity - you may not always get the praise you deserve but you are invaluable to our projects.

I personally would like to thank my fellow Councillors and Clerk for their full support over the last year.

## 2. To approve Annual Parish Minutes 15<sup>th</sup> May 2023

These had been circulated and it was resolved that they be signed by the Chair.

## 3. Receive annual reports from local organisations

### **Bacton Flood Wardens**

The Senior Flood Warden(s) reported that the role had now been split between Steve Lunniss and Kate North. Thankfully there has been no major weather related incidents. It has taken a while to get to grips with the required paperwork and equipment and there have been many other duties to comply with NNDC's requirements. Richard Kimble is continuing in his role as the official Deputy Flood Warden and advising as necessary.

Callouts have dramatically reduced since Sandscaping and there is little reason to change the current arrangements. Information relating to the closure of floodgates will be advertised on the website, Facebook page and any emergency situation will be dealt with in haste.

The Flood Warden mobile phone number is 07707 848087 and a new email address has been set up (bacton.floodwarden@gmail.com ) to which all communications will be directed. Both Senior Flood Wardens have access to the mailbox and the details of the email address will be advertised in the Village News.

We attended the NNDC Senior Flood Warden meeting in March which focussed heavily on the inland flooding, notably at Potter Heigham. There was discussion on providing some possible training sessions and also discussions around sharing "best practice" and standardising protocols amongst all of the teams.

If you need to contact either the Flood Wardens -  
Steve 07918 056179 or Kate 07780 704254

### **Bacton On Sea Village Hall**

The Chair of the Village Hall updated Members on the hall but was unable to supply a set of Accounts for the Parish Council. The hall's income is reducing gradually with 4 hirers no longer using the facility with a fifth user considering withdrawing from hiring the hall.

There was an illegal rave at the hall which resulted in a CCTV unit being put up to monitor the building and all members should have access. However, at the present time only one user has access to this facility.

### **Dog Wardens**

There are 3 dog wardens currently patrolling the restricted beaches and those who end up on the restricted beaches are given words of advice. The beach is cleaner. A comment was made that dog foulings were not being picked up at the Church - this would be investigated. There were only two NNDC Rangers patrolling the whole of the area.

## 4. Floor open to Parishioners

The pointer post at the junction of the North Walsham Road/Coast Road needed repair and the Clerk would inform Highways.

Reports were made regarding dogs using the playing field and the Clerk would purchase additional signage.

There being no further business the meeting concluded at 7.45pm.

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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

## Minutes of the Annual Parish Council Meeting

Held Monday 13<sup>th</sup> May 2024 @ Bacton Village Hall following the Annual Parish Meeting

**Present:** Susan Holden (Chair), Coral Salih (Vice Chair), Richard Kimble, Stephen Humphreys-White, Christine Smith, Jan Rush and Ian Witham  
**Others:** 3 members of the public

**1. To Elect a Chair for 2024-2025 and receive declaration of acceptance of office**

It was resolved that Susan Holden continues as Chair to the Council.  
The declaration of acceptance of office was duly signed.

**2. To appoint a Vice-Chair for 2024-2025 and receive declaration of acceptance of office**

It was resolved that Coral Salih continues as Vice Chair to the Council.

**3. To consider apologies for absence - To note and approve apologies received by the Clerk prior to the meeting**

Apologies were received from Gill Cullingford - these were accepted by the Council. No other apologies had been received by the Clerk.

**4. To receive declarations of pecuniary interests and dispensations - interests in Agenda items and individual dispensations.**

Ian Witham - prejudicial - as Open Spaces Representative.

**5. To approve Ordinary Parish Council Minutes 11<sup>th</sup> March 2024**

It was resolved that these be signed by the Chair.

**6. Resolution to adjourn the meeting for public participation - NNDC and CC Reports (10 minutes allowance)**

**Resolved to open the meeting to the public.**

There were no comments from the public.

**Resolved to close the meeting to the public.**

**7. To review and consider Planning if received and agree response**

24/0551	The Wild, The Green - int and ext works and refurbishment	Withdrawn
24/0112	Clay Lane Cottage, The Street, Edingthorpe	Approved
24/0396	Bacton Hall, Church Road	Refused
23/2772	J Murphy & Sons, Hall Farm Road - continued use until December 2038	Approved
24/0509	Certificate of Lawful Development - The Apple House, Pollard Street	CLD

**8. To consider the opportunity to adopt ancillary grass cutting from NCC Highways and receive yearly payment (information circulated)**

Due to the volume of complaints received from the residents the Clerk had investigated the possibility of the Parish Council being given delegated responsibility for the amenity grass cutting in the Parish. In return for this the Council would receive from NCC an amount of £1,382 for 4710m2 of grass cutting for five cuts per annum. The Council agreed to this in principle and it was resolved that the Clerk progresses this matter and reports back.

EP

**9. Clerk report and report on Matters Arising (updates and for information only)**

**GENERAL**

**9.1 Village maintenance programme to be reviewed**

Progress was being maintained however had slowed down due to the recent bad weather.

**9.2 Allotments - invoices sent out together with increase letter 2025-2026**

Payments are slowly being received and reminders sent out.

Two allotments had been re-let.

**9.3 Creation of additional allotments at Playing Field - quotes requested EP**

**9.4 Repairs to play equipment - completed**

**THE PAVILION**

**9.5 Future use of building**

Beacon Church - no firm response. EP

This would be advertised by the Clerk to see what solution could be found.

**EDINGTHORPE**

**9.6 Installation of defibrillator for Edingthorpe - installed**

**9.7 Funding for 2<sup>nd</sup> defibrillator for Edingthorpe - the funding for the unit had been withdrawn and the additional site needed to be confirmed and agreed.**

**9.8 Land at Edingthorpe - Highbanks - trees planted and cutting regime in process.**

**10. To consider and review correspondence**

NNDC - Bacton Wellbeing Survey	Circulated
Ed Maxfield's May report	Circulated
Resident - re tidier village request for dog bins	Responded
Resident - broken glass on telephone box	Caretaker actioning
FOI Request	Responded
NNCT - request for donation	Agenda
NNDC - Land at The Old Rectory - TPO Order	Noted

**11. To consider and review the provider for Parish Council insurance**

The Clerk had reviewed the renewal from Gallagher Insurance who year on year had increased the premium; two other quotations had been sourced. It was resolved that the Council moves its Insurance Policy to Community Action Suffolk - Ansvar and sign the 3 year LTU at a cost of £1,057.33 per annum. EP

**12. To consider and review procedural documents**

**12.1 Standing Orders**

**12.2 Financial Standing Orders**

It was resolved that this item be deferred until July. Agenda

**13. To consider Financial Matters**

**13.1 To receive bank reconciliation and note receipts and review reserves**

The Clerk read out the bank reconciliation and members noted receipts and reviewed reserves.

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

Countrystyle - March – April	129.00
DT Overton – moles and rodents at allotments	293.50
Secret Gardens (Stuart Clark) - play area	396.00
Broadland First Responders	250.00
Ros Calvert – audit	70.00
Parish Online (mapping)	108.00
EON – Pavilion	38.44
NPTS	180.00
J Withers - allotment hedge cutting	44.40

Martin Wones - inst of defibrillator	412.40
CAN - yearly Council insurance	1,057.33
Bacton Village Hall	483.00
Kevin Richardson	270.00
Elaine Pugh – Expenses	86.37
Mick Kinder (caretaking)	40.00

**Resolved to pay enbloc.**

**13.3 To agree additional authorised signatures for Bank Accounts**

It was resolved that the additional signatures be Coral Salih and Stephen Humphreys-White. The Clerk would complete the required paperwork and liaise. EP

**14. Annual Governance and Accountability Return 2023-2024 (AGAR)**

**14.1 To receive and agree the Accounts for 2023-2024**

The Accounts had been circulated to members for their approval and these were detailed at the meeting. It was resolved that the Annual Accounts for 2023 be signed.

**14.2 To receive and consider internal auditor’s report for 2023-2024**

The Internal Auditor’s report was noted and recommended action would be taken. EP

**14.3 To consider and complete Section 1&2 of the Annual Return for 2023-2024 and certify exemption**

It was resolved that the AGAR & exemption certificate be signed.

**14.4 To consider and review yearly risk assessment**

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

**14.5 To consider and review asset list**

The asset list was reviewed and agreed.

**14.6 To consider the re-appointment of internal auditor for 2024-2025**

The Clerk informed that the incumbent auditor was retiring and the Council would need to source a new auditor.

**15. To appointment Councillors responsibilities for:**

- Planning - All Councillors
- Gas Liaison Officer - Susan Holden and Jan Rush
- Playing Field Monitor(s) - Richard Kimble and the Clerk
- Health and safety team - Richard Kimble and the Clerk
- Allotments - the Clerk and Stephen Humphreys-White
- Management of land at Edingthorpe - Gill Cullingford and Ian Witham
- Footpaths - Ian Witham

**16. To Receive Reports from Councillors and items for the next Agenda**

- Land at Edingthorpe/parking arrangement
- Provision of a stab vest unit within the village
- Installation of height restriction barrier at entrance to playing field
- Concern with School Bus arrangement for children using the mainstream bus which collects at 8.20am and arrives late for school. North Walsham School starts at 8.30am. EP

**17. To confirm date of the next Meeting**

**Bacton Ordinary Parish Council Meeting -  
Monday 8th July 2024 - Bacton Village Hall @ 7.30pm**

**There being no further business the meeting concluded at 8.45pm**