



GUNTHORPE with BALE PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on 15th May 2025, 7pm at Gunthorpe Village Institute

Present: Cllrs Sam Papworth (Chairman), Richard Broughton, Julie Fisher, Alastair Macorkindale, Parish Clerk: Kerry Harris, 1 member of the public.

25/17 Election of Chair

Cllr Papworth was unanimously elected Chair on a Proposal by Cllr Macorkindale and Seconded by Cllr Fisher. He signed the Declaration of Acceptance of Office

25/18 Election of Vice Chair

Cllr Broughton was unanimously elected Vice Chair on a Proposal by Cllr Fisher and Seconded by Cllr Macorkindale. He signed the Declaration of Acceptance of Office.

25/19 Welcome and to consider apologies and reasons for absence

The Chair welcomed all to the meeting. Apologies were accepted by All for Cllrs. Blackiston (personal reasons) and Cllr Wilkes (work).

25/20 To receive declarations of Interest and request for dispensation in any of the agenda items

There were none.

25/21 To approve Minutes of the Parish Council Meeting held on 20th February 2025

The minutes were agreed by all to be a true record of the meeting on a Proposal by Cllr Papworth and Seconded by Cllr Macorkindale. They were signed by the Chair.

25/22 Matters arising on the Minutes (for information only), not included on the agenda

There were none.

25/23 Open forum for Public Participation

(i) No reports have been received from NCC Cllr Aquarone and NNDC Cllr Butikofer

(ii) An opportunity for members of the public to raise questions or concerns

A resident reiterated his concern about the asbestos in farm buildings near to his property where planning permission had recently been sought. Cllrs reassured him that they will notify him if they hear of any further plans and that the Planning Authority would ensure that asbestos was professionally removed.

25/24 Financial and Governance Matters

(i) To Approve the Internal Audit undertaken for the Year Ending 31st March 2025

Assets – a fuller explanation has been added to the Accounts

Standing Orders and Financial Regulations will be updated later this year to take account of the new Procurement Act 2023 and Procurement Regulations 2024.

The Internal Audit was Approved by All on a Proposal by Cllr Papworth and Seconded by Cllr Fisher.

Gunthorpe with Bale Parish Council DRAFT minutes, 15th May 2025

4 pages, 0 attachment

DRAFT until AGREED at the following meeting



- (ii) To Approve the Signing of the Exemption Certificate.

This was Approved by All on a Proposal by Cllr Fisher and Seconded by Cllr Macorkindale.

- (iii) To Approve the Governance Statement for 2024/25 (AGAR Form 2)

The Governance Statement was read by the Chair and Approved by All on a Proposal by Cllr Broughton and Seconded by Cllr Fisher.

- (iv) To Approve the Accounting Statement for 2024/25 (AGAR Form 2)

This was Approved by All on a Proposal by Cllr Fisher and Seconded by Cllr Papworth.

- (v) To note the dates of the Notice of Public Rights

The dates for Public Rights will be from Monday 9th June until Friday 18th July. It was noted that a Cllr would also be present with the Clerk if a request was made.

- (vi) To Approve the Cashbook and Payments list

The balance in the Community Account is £3,501.94 and in the Business Account £3,298.98, making a total of £6,800.92.

Payments to be Approved since the last meeting (2024-25) NPTS (Annual renewal) £27.50, C.

Harris (Clerk's salary January - March) £448.04, HMRC (Tax on salary) £112.00, (2025-26) D. Dann (Internal Audit) £40.00

Receipts – (2024-25) None, (2025-26) £2,300.00 NNDC (First half of precept payment)

These were Approved by All on a Proposal by Cllr Fisher and Seconded by Cllr Macorkindale.

- (vii) To Approve the Asset Register

The Asset Register was reviewed. It was noted that replacement cost for the defibrillator has reduced. The Clerk will send an updated copy of the Asset Register to Cllrs who will photograph the assets in their village and send these to the Clerk and a report will be attached to the Asset Register.

- (viii) To Approve the Annual Insurance from 1st June.

Zurich Municipal have quoted £214.00 for the Insurance for the year beginning 1st June. This was Approved by All on a Proposal by Cllr Papworth and Seconded by Cllr Broughton.

25/25 To consider the implication in the Practitioner's Guide regarding the website and email addresses effective from 1st April 2025 and consider any action.

Assertion 10 states *Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.*

The Council have until March 2026 to make these changes. It was agreed by All that the Clerk will present a report at the next meeting when the way forward will be Approved.

25/26 To receive an Update and Approve Action on the next stage towards the Update of the Parish Plan

Cllr Corkindale is planning to consult with both villages on their priorities in September in advance of preparing a business plan for each based on the results.

**25/27 To receive an Update on the Bale Village Hall website**

The Village Hall Trustees met this week to see a mock-up of the new website. Cllr Corkindale will link the resident designing the website with the Clerk to prepare the PC information to be attached to a link on the Bale Village website.

25/28 To consider the failure of the Bale Defibrillator and Approve any Action.

It was agreed by all that this needs to be replaced as soon as possible. It was agreed by all to suspend Financial Regulation for formal quotes as the quote by the Community Heartbeat Trust of £950 + £25 delivery where a like for like machine could be supplied promptly was appropriate – and the price was significantly lower than the machine first purchased. This was Approved by All on a Proposal by Cllr Papworth and Seconded by Cllr Fisher.

Cllr Macorkindale will liaise with the residents who monitor the Defibrillator re delivery and a deputy to the resident will be sought to cover periods of absence to ensure reports are received by the Community Heartbeat Trust on time.

25/29 Planning matters

(i) To Note Planning applications since the previous PC meeting

PF/25/0893 – Agricultura Barn, Clip Street, Bale: change of use to dwelling – Pending Consideration

PF/25/0086 – Tennis Courts, Bulfer Grove – Pending Consideration.

(ii) Planning applications since the close of the agenda

There were none.

25/30 To Approve any action on Highways matters

Cllrs reported on the recent head-on collision on the narrow part of the road into Bale leading off the A148 where a visitor had not anticipated that 2 vehicles could not pass each other. The Clerk will contact Highways and ask if there is any signage that could warn those who do not know the road.

The Clerk will also inform Highways about the reduced visibility due to the hedge and recent planting of trees on the Gunthorpe side of the crossroads.

(i) To receive an update on the Community Speedwatch in Bale

There was no update available.

(ii) To receive an update on the SAM2 and Approve any action,

Thanks were offered to the resident who has refurbished the machine and arranged new internal batteries enabling the internal clock to run. Data will be downloaded and presented to the next meeting.

25/31 To note the correspondence since the last meeting

NNDC Devolution information event

NCC Interim submission on LGA Reorganisation

NPTS Updates

NNDC Response to LGA Reorganisation

Domain name requirement for PCs

NCC Funding for bus shelters

Closure of B1354

NNDC Planning – offer of training

Gunthorpe with Bale Parish Council DRAFT minutes, 15th May 2025

4 pages, 0 attachment

DRAFT until AGREED at the following meeting



Fakenham Police Neighbourhood meeting
Report from MP Steffan Aquarone

NNDC Cllr Butikofer April report

25/32 Any other business – for information only

There was none.

25/33 To note date of next meetings: Thursdays 25th September at Bale Village Hall (note change of date), 20th November at Gunthorpe Village Institute

25/16 To Close the meeting

The meeting closed at 8.00pm.

Signed

Date