

DRAFT MINUTES

BIGBY PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING

HELD ON TUESDAY, 18th MARCH 2025

CHAIR – COUNCILLOR D. COWLING

BUSINESS TO BE TRANSACTED

PRESENT: Councillors – H. Aukland, D. Cowling, C. Gandy, W. Pinney, C. Wilson

Also in attendance: -

Mrs. A. Hannath – Clerk to the Council

BUSINESS TO BE TRANSACTED

88 Notice convening the meeting.

Taken as read and approved

89 To Receive Apologies and Reasons for Absence

Cllr. B. Orr

90 a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.

None

b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.

None

91 Police Matters

Monthly newsletter from Mike Head circulated

92 To Receive any Correspondence (for information only).

a) Email received from LCC titled ‘Have your say on the draft public rights of way improvement plan.’ Forwarded to councillors.

b) Email received from WLDC advertising Free in-person launch events to help Parish Councils to deliver community projects such as:-

- Install new benches in your village/town
- Add planters and hanging baskets around the village
- Add solar panels onto roofs
- Get more affordable housing built (including self-build)
- Develop a community-owned energy project
- Refurbish the village hall

The free to attend in-person events are taking place on:

- **Monday 31 March 2025** 10:00 to 12:30 at **Reepham & Cherry Willingham Village Hall**, Hawthorne Road, Reepham, LN3 4DU
- **Tuesday 1 April 2025** 10:00 to 12:30 at **Hemswell Court**, Lancaster Green, Hemswell Cliff, DN21 5TQ

93 To Receive the Clerk's Report and Update on any outstanding issues.

None

94 To Receive any Questions from Members.

None notified

95 Public Question Time.

See Annual Parish Meeting

96 a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 14th JANUARY 2025

It was resolved that the minutes of the meeting held on 14th January, 2025 having been circulated should be taken as read and approved.

Proposed: Cllr. D. Cowling

Seconded: Cllr. H. Aukland

97 ACCOUNTS AND AUDIT

- a) **To Receive the following Financial Report and Approve the Accounts for Payment: As at 28th February 2025 (Documents attached)**

	PAYEE	AMOUNT	VAT	TOTAL
10-Feb-25	ICO - renewal fee	35.00		35.00
16-Feb-25	HSBC - Bank charges	8.00		8.00
25-Feb-25	A. Hannath -Wages	231.90		231.90
06-Mar-25	HMRC - PAYE/NI	1.80		1.80
16-Mar-25	HSBC - Bank charges	8.00		8.00
25-Mar-25	A. Hannath -Wages	231.90		231.90
25-Mar-25	A. Hannath - homeworking allowance	30.00		30.00
06-Apr-25	HMRC - PAYE/NI	1.80		1.80

It was resolved that the accounts for payment listed above and the Statement of Accounts be approved.

Proposed: Cllr. W. Pinney

Seconded: Cllr. C. Gandy

98 PLANNING APPLICATIONS AND DECISION NOTICES

Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.

WL/2025/00158 Planning application for roof extension with dormers to front and back to create habitable accommodation in roof space and single storey rear extension. 12, The Bungalows, Kettleby Lane, DN20 8SU

It was resolved that NO OBJECTIONS be made to this application.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

99 TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS

Cllr. Morris was unable to attend due to a clash with a meeting at WLDC

100 TO RECEIVE A REPORT FROM COUNCILLOR SMITH ON COUNTY COUNCIL MATTERS

Cllr. Smith was unable to attend due to a clash with a meeting at WLDC

101 a) TO REVIEW THE MODEL STANDING ORDERS (Circulated in advance of the agenda)

It was resolved that the Parish Council's Model Standing Order are still fit for purpose for the forthcoming year.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Wilson

102 a) TO RECEIVE AND ADOPT THE REVISED AND UPDATED MODEL FINANCIAL REGULATIONS. (BASED ON THE NALC MODEL RELEASED IN APRIL 2024) (Circulated in advance of the agenda)

It was resolved that the Parish Council's Revised and updated Model Financial Regulations, as circulated, should be adopted. The thresholds for public procurement remain unchanged from those adopted in March 2024.

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

b) TO REVIEW THE FINANCIAL RISK ASSESSMENT (Circulated in advance of the agenda)

It was resolved that the Parish Council's Financial Risk Assessment, as circulated, is still fit for purpose for the forthcoming year

Proposed: Cllr. D. Cowling

Seconded: Cllr. C. Gandy

103 TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS (Circulated in advance of the agenda)

It was resolved that the Parish Council’s Risk Management of General Council Functions, as circulated, is still fit for purpose for the forthcoming year.

Proposed: Cllr. C. Wilson

Seconded: Cllr. W. Pinney

104 TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS (Circulated in advance of the agenda)

- i) General Privacy Notice
- ii) Privacy Notice for Staff Councillors and other Role Holders
- iii) Consent Form

It was resolved that the Parish Council’s documentation to comply with GDPR, as circulated, was still fit for purpose for the forthcoming year.

Proposed: Cllr. C. Gandy

Seconded: Cllr. W. Pinney

105 TO CONFIRM THE ‘LIGHTING THE LAMP LIGHT OF PEACE’ EVENT AND TO DETERMINE ANY OTHER VILLAGE EVENT TO COMMEMORATE THE 80th ANNIVERSARY OF VE DAY

The Clerk advised that it appears that commemorative events will take place from Monday 5th May until Thursday 8th May, culminating in the light of the Lamp Lights of Peace.

It was resolved that, if possible, an event in conjunction with the lamp lighting take place on Thursday, 8th May, 2025. The Clerk is to investigate the possibility of hiring a 1940s singer to provide entertainment, both in the Village Hall and Church

Proposed: Cllr. H. Wilson

Seconded: Cllr. H. Aukland

The meeting closed at 6.40 pm

Signed
Chairman
Tuesday, 27th May, 2025