

## Minutes of a Meeting of the Parish Council held at 7pm Tuesday 20<sup>th</sup> May 2025

in Badingham Village Hall, Low Street, Badingham IP13 8JT

Members: Cllrs Mountain, Lindesay, Welham, Cutress. Also present the Clerk.

1. **Election of the Chair:** Cllr Mountain was re-elected as Chair and signed the Declaration of Office.
2. **Chair's Welcome:** The Chair welcomed everyone to the meeting.
3. **Apologies for Absence:** Apologies received and approved from Cllr Johnston
4. **Pecuniary/Non-Pecuniary Interests:** a) There were no interests declared and no requests for dispensations. Cllrs were reminded of their obligations under the new Code of Conduct including the Nolan Principles of Public Office. b) No register of interests forms or expenses were submitted.
5. **Other appointments:**
  - a) Vice-Chair – Cllr Lindesay was elected Vice-Chair, confirming the position they had assumed mid-term and signed the Declaration of Office.
  - b) Responsible Financial Officer (RFO)– the Clerk was approved as the RFO.
  - c) Personnel – The Chair is responsible for personnel matters.
  - d) Any other relevant roles and /or responsibilities – All councillors expressed willingness to stand as group representatives for the Village Hall. *Action: The clerk will forward village hall meeting agendas to all councillors so availability can be confirmed for attendance.*
6. **Minutes:** The minutes of the meeting 8<sup>th</sup> April were approved and signed by the Chair.
7. **Matters arising from those minutes** – The clerk reported no further response had been received from the War Graves Commission following their initial reply. Cllr Welham is awaiting a quote for grass cutting around the memorial and for the area up to the church door. He will check with the Reverend regarding progress with organising volunteers.
8. **Public Forum:** There were no issues raised by members of the public.
9. **Report from County Councillor:** Report distributed at the APM earlier from County Councillor Burroughes.
10. **Report from District Councillors Grey and Langdon-Morris and ESC Leader's Monthly Bulletin:** Reports distributed at the APM earlier and previously circulated.
11. **Governance and Statutory Business:**
  - a) The signing and completion by the Chair and the Responsible Financial Officer was approved for Section 1 (Annual Governance Statement) and Section Two (Accounting Statement) of the Local Council's Annual Return for the year ending 31 March 2025.
  - b) The full report from the Internal Auditor was received and contents noted.
  - c) The Receipts and Payments Summary for year ending 31<sup>st</sup> March 2025 was signed.
  - d) The Schedule of Annual Regular Payments was approved and signed by Cllrs Welham and Cutress.
  - e) The revised CIL statement was signed.
  - f) The clerk proposed to allocate time during the summer to begin work on the mandatory transition to gov.uk domain and email addresses.
  - g) The clerk reported that three fraudulent payments (£1, £6, and £47.99) were taken from the parish council current account due to fraudulent direct debits – two for magazine subscriptions and one for The Times Newspaper (the £1 payment). Following two separate phone calls to the bank, the clerk confirmed that the funds were refunded under the Direct Debit Indemnity Scheme. The bank advised that such fraud is widespread and difficult to prevent, and there is little they can do to block it entirely. As a precaution, the bank recommended removing councillors' email address and telephone numbers from the website and regularly monitoring the bank account.
  - h) The schedule of meetings for the year up to and including May 2026. *Action: The clerk will circulate proposed dates.*

# BADINGHAM PARISH COUNCIL

## 12. Planning Matters:

- a) The following applications were discussed (i) DC/25/1666/FUL Change of use of land, Crossways, Bruisyard Road, Badingham (ii) DC/25/0184/FUL Erection of new cart-lodge, Crossways, Badingham. Councillors unanimously agreed to support both applications.
- b) No planning determinations received.
- c) No other planning matters

## 13. Accounts:

- a) Payments for approval totalling £1609.39 (previously circulated) were unanimously approved and signed by 2 Councillors. These include the village hall payments.
- b) Receipts to note: £4231.95 CIL. £6975.00 Precept instalment.
- c) The bank reconciliation dated 30 April 2025 (previously circulated) was approved and signed by the Chair. This includes the up- to-date financial situation as per the circulated spreadsheet.
- d) Bank Mandates for both Parish Council and Village Hall to remove two previous councillors were signed.  
*Action: The Clerk will email the forms to Unity Trust Bank to complete the process.*
- e) Councillors unanimously agreed to make the annual donation of £100 to the Air Ambulance, as in previous years. Councillors also expressed keen interest in sponsoring local first aid responders with a donation of £100.  
*Action: clerk to contact organisation for more details.*

## 14. Village Hall: No significant updates were reported.

## 15. Pocket Park and Open Spaces: Cllr Welham confirmed the delivery of play bark and it has now been laid as required. Kindlewood will clear the gateway to the buoy and is expected to be resolved immediately. Plans are in place to modify the gate.

## 16. BT update: The clerk will follow up at the earliest opportunity, with a view to securing a new deal.

## 17. Correspondence received: Funding opportunities were discussed and will be added to the agenda for the next meeting.

## 18. Motion under the Public Bodies: Nothing to note.

The meeting closed at 8.15 p.m.

**The next meeting is on Tuesday 8<sup>th</sup> July 2025**

Caroline Byrne - Clerk and Responsible Financial Office to Badingham Parish Council