

Minutes of the Bintree Parish Council Annual meeting held on Thursday 21st May 2026 at 7.00 p.m. in The Baptist Church, Foulsham

Councillors Present:- Cllr C Bone, Cllr J Hoskins, Cllr T Stephens, Cllr J Bayley, Cllr J Westbook, Cllr S Westbrook and Cllr L Hollings

Other Members Present: - Mr Geoff Frost and Mrs G Hubbard, Clerk

1. To elect the Chairman of the Parish Council for the forthcoming year.

Cllr Stephens proposed Cllr J Hoskins for the position of Chairman for the forthcoming year, seconded by Cllr C Bone and carried. Cllr Hoskins accepted the position but stated that he only wished to hold the position for a few months and then another Chairman needed to be found.

2. Clerk to receive signed Declaration of Acceptance form.

The Clerk received the signed form.

3. Welcome by the Chairman and to consider accepting apologies for absence.

Cllr Hoskins welcomed those present to the meeting. There were no apologies for absence received.

4. To receive declarations of interest and consideration of any requests for dispensation.

There were no interests to declare or requests for dispensation.

5. To elect the Vice Chairman of the Parish Council for the forthcoming year.

Cllr Hoskins proposed Cllr Bone for the position of Vice Chairman for the forthcoming year, seconded by Cllr Westbrook and carried.

6. To confirm and accept the minutes of the meeting held on 26th March.

The minutes had been circulated. Cllr Bone proposed the minutes be accepted as a true and accurate record of the meeting, seconded by Cllr Hoskins and carried. Cllr Hoskins signed the minutes.

7. To discuss any matters arising from the minutes of March (not on the agenda).

There were no matters arising from the minutes.

Public Participation Period.

Mr Frost had contacted NGF Play Ltd. as soon as he had received the grant. However, he was informed that it will be a while before BGF can deal with the replacing of the play equipment as they are very busy. The zip wire will be removed but not replaced. All the swings will be replaced. The gazebo is being re-roofed.

On the corner of Mill Road, people are parking where they should not. The school bus has had trouble getting passed parked cars. Cllr Bone will send an email to the Highway's Safety Team about this problem. A single white line would be useful. If Cllr Bone sees the gentleman in question he will ask him not to park in such a dangerous way.

There is a need for hedge cutting around the graveyard, so the Parish Council thought it would be a good idea to form a small working party to deal with this hedge and grass cutting. Mr Galley can start cutting from 1st September as the Parish Council has accepted his quote. They would like the work done by the end of September. The Clerk will contact him.

8. To discuss any correspondence received.

Email from Kyle Walker regarding the play equipment. He will be informed that it will be replaced soon. Cllr Hoskins will tell him that if he wants to help, that would be a good idea and his help would be appreciated.

Email from Mr Spencer asking for a dog poo bin be purchased and sited at the car park, just east of Field Barn Buildings along the northern edge of the woods. The Parish Council agreed that it is a good idea in principle but it does not have the funds to purchase one at the moment.

Cllr Hoskins will contact both Kyle Walker and Thomas Spencer.

9. To authorise any necessary Financial Payments.

Cllr Hoskins proposed the following finances be authorised for payment, seconded by Cllr Stephens, and carried.

Clerk's net salary	£418.60	HMRC Tax for April and May	£104.60
Internal auditor fee	£50.00	Zurich Insurance	£241.00
J Fencing/Groundscape	£900.00		

Since the last meeting in March, £3,7560.00 was received from Breckland Council and £50.00 from B E Garrod. A bank charge of £4.25 was paid in April and May. £76.80 was paid to NPTS for Parish Councillor training in April.

10. To receive a financial update from the Clerk.

The document had been circulated and no-one had any questions regarding it.

11. To adopt the end of year accounts.

Cllr Hoskins proposed the end of year accounts be adopted, seconded by Cllr Westbrook and carried.

12. To adopt the Annual Governance and Accountability Return and the Certificate of Exemption.

Cllr Hoskins proposed the Annual Governance and Accountability Return and the Certificate of Exemption be adopted, seconded by Cllr Westbrook and carried.

13. To receive an update from Cllr Westbrook regarding his recent training session.

Cllr Westbrook stated that he thought the course was very good and well worth the cost. He learnt some interesting facts, especially about Precept.

14. To discuss any further ideas on the subject of a Village Fete.

This will provisionally be held next year. It would be helpful to form a small Village Committee to deal with this. There is interest for the idea but no action from anyone as yet.

15. To discuss any Planning Issues, if any.

There were no planning matters to discuss.

16. To gather concerns with Highways around the village, inc. road sweeping.

Road sweeping has taken place recently and grass cutting is taking place. Cllr Westbrook stated that he had learnt that a Tree Survey should be carried out, but there would be a cost. There are some large oak trees on the Green.

17. To discuss Footpaths.

The footpath to Foulsham from Twyford has been a problem for nearly two years. Contact has been made with the land owner by Norfolk County Council. Cllr Bone will continue to persevere with this problem. The turnstile is very small.

18. To receive an update on the new play equipment situation.

This was discussed under the Public Participation Period.

19. To receive a report from a Trustee of the Bintree Relief In Need Charity.

Cllr Westbrook gave some figures to Cllr Bone regarding the Bintree Relief In Need Charity.

20. To receive a report from the Chairman of the Parish Council.

The Chairman had not given the Clerk a report at the meeting.

21. To receive a report from the District Councillor.

Although Dist. Cllr Bambridge was not present at the meeting, he had sent a report and it will be attached to the minutes and will be put on the website.

22. To receive any other reports.

The Clerk had received a report from the Norfolk Constabulary and it will be attached to the minutes.

23. To receive items for the next agenda.

To discuss speeding through the village, especially where it changes from 60 mph. to 30 mph

24. To confirm date, time and venue of the next Parish Council meeting.

The next meeting will take place on Tuesday 4th August at 7.00 p.m. The subject of the venue was discussed as there is a cost for using the Baptist Church in Foulsham and the Parish Council is viewing ways of saving some finance. The August meeting will take place in Bintree Parish Church.

There being no further business to discuss, Cllr Hoskins declared the meeting closed at 9.00 p.m. and thanked everyone for their attendance.


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V. Chairman

04 Aug 2026
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Date