

MINUTES OF A MEETING OF GUIST PARISH COUNCIL

held on Wednesday 25th June 2025 at 7pm
St Andrews Church, Guist.

Present: Cllrs G Hendry, P Reynolds (Chair), D Rix, P Rix, C Wilcox.

Clerk: Nea Horsford.

3 members of the public.

MINUTES

Cllr Hendry stood in as chair for the start of the meeting.

1. To receive and consider apologies for absence.

Cllr Reynolds was running late, but should be at the meeting imminently.

2. To consider any applications for co-option.

One councillor position remains unfilled.

3. To record declarations of interest and approve any requests for dispensations.

Cllr G Hendry declared an interest in all matters relating to No. 1 Sennowe Road.

Cllr Wilcox declared an interest in all matters relating to No. 3 Sennowe Road. Cllr

Reynolds has an interest in the allotments and field.

4. Minutes.

The minutes from previous meeting held on 14th May 2025 were **AGREED** as a true and correct record and signed by Cllr Hendry.

5. Public Forum.

5.1 To receive a report from Bill Borrett, County Councillor.

None received.

5.2 To receive a report from Gordon Bambridge, District Councillor.

On website.

5.3 To receive comments from any members of the public. This is an item limited to 15 minutes (maximum 3 minutes per person).

No questions from the public.

5.4 Police.

None received.

6. Finance and Governance Matters

6.1 Agree the Internal Audit undertaking for the year ending 31st March 2025.

The Internal Audit for the year ending 31st March 2025 was **AGREED**.

6.2 To note the date of the Notice of Public Rights 30th June 2025 to 8th August 2025.

The dates were **NOTED** and the notice will be available on the website and Guist notice board.

- 6.3 Approve and sign the Annual Governance Statement for 2024/2025 (AGAR Form 3).
The Annual Governance Statement was **APPROVED** and **SIGNED**.
- 6.4 Approve and sign the Accounting Statements for 2024/2025 (AGAR Form 3).
The Accounting Statements for 2024/2025 were **APPROVED** and **SIGNED**.
- 6.5 To note Section 3 the External Auditor Report and Certificate.
The External Auditor Report and Certificate was **NOTED**.
- 6.6 Agree the Financial Statement for 2024/2025.
The Financial Statement for 2024/2025 was **AGREED**.
- 6.7 To consider and agree payments and any income.
The payments and income were **AGREED**.
- 6.8 To note the clerk has full access to the Lloyds Bank Account.
NOTED.
- 6.9 To review both of the Lloyds Bank Accounts and confirm the receipts into which accounts.
It was **AGREED** that the rent from the cottages should just be in one account rather than the two. **ACTION** clerk to review both bank accounts for financial reporting and future budgeting.

7. Planning.

- 7.1 To consider consultee response to application received from Breckland District Council prior to the meeting date.
None received.
- 7.2 To note any applications received between meetings and the Parish Council response.
PL/2025/0687/PAQ Agricultural building and associated land to the north side of Norwich Road (A1067) Twyford NR20 5LY **NO OBJECTIONS**
PL/2024/0903/FIN Land on East Side of Bridge Road, Guist. Single storey dwelling with parking and means of access. **APPEAL MADE**.
- 7.3 To receive notification of decisions taken by Breckland District Council prior to the meeting date.
None.

Cllr Reynolds arrived at 7.09pm and was chair for the rest of the meeting.

8. Village Matters.

- 8.1 Bus stop – update from the clerk.
The clerk has spoken to the JWM Design, the architects who designed the bus stop in 2018 and he confirmed it would be ok to resubmit all the original paperwork to planning. Cllr Reynolds stated there may be a need for a new tree survey, however, the clerk stated that the architect said to resubmit as it is and see if it goes through. The clerk has also contacted Mitchell and Rollins for an up-to-date quotation.
- 8.2 To discuss the tenancy of plot 2 of the allotments and the removal of the rubbish.
It was **AGREED** to let the allotment for one year, the rubbish needs to be removed and the clerk stated the new tenant was happy to remove, however, there were some unknown liquids on the allotment and it wasn't clear how these should be removed. **ACTION** Cllr Reynolds was going to inspect the plot straight after the meeting.

9. Administrative Matters.

- 9.1 To receive a website update from the clerk and discuss .gov.uk email addresses for the councillors.
The clerk confirmed the new website is now up and running www.guistparishcouncil.gov.uk and it now meets with all the regulations. She explained the importance of .gov.uk email addresses and it was **AGREED** that the councillors should have one.
- 9.2 To discuss the tenancy of plot 2 of the allotments and the removal of the rubbish.
It was **AGREED** to let the allotment for one year, the rubbish needs to be removed and the clerk stated the new tenant was happy to remove, however, there were some liquids on the allotment and it wasn't clear who these should be removed. **ACTION** Cllr Reynolds was going to inspect the plot straight after the meeting and report back.

10. Highways and Footpaths.

- 10.1 To note the clerk has put in a complaint with NCC regarding the overgrown footpath by the bridge.
NOTED.

11. Sennowe Road Properties.

- 11.1 To confirm the date of the meeting with Norfolk Roots to possibly manage the properties.
NOTED. The clerk also confirmed that the parish council could still decide the rent amount each year.
- 11.2 To confirm the EPC Certificates have been completed for the properties.
It was **CONFIRMED** that the EPC Certificates had been obtained and paid for. Clerk **NOTED** that there has been some discussion that in a few years properties will have to be graded at a 'C', so it would be prudent to prepare and budget for this. **ACTION** clerk to look for possible grants.
- 11.3 To discuss the quotations for the repair of the outside brickwork for the properties.
The clerk **CONFIRMED** no quotations had been received from the three builders to date.

12. Matters for next Agenda.

Bus stop
Budget 2025/2026
Asset Register

13. To confirm the date of the next meeting will be on Tuesday 23rd September 2025 at 7pm at St Andrews Church, Guist.

The meeting closed at 7.35 pm.