

WHISSONSETT PARISH COUNCIL

Minutes of the Annual General Meeting of Whissonsett Parish Council held in the Village Hall on Thursday 24th May 2018 at 8.00pm.

Present: Cllr Sally Dye (Chair)
Cllr Bruce Andrews (Vice-Chair)
Cllr Graham Buckley
Cllr Caroline Edge
Cllr James Daniels

One member of the public
Sheryl Irving (Clerk)

1. Welcome and apologies for absence.

The Chairman welcomed everyone to the meeting. Apologies were received from District Councillor Trevor Carter.

2. Election of Chairman and signing of the declaration of acceptance of office.

Cllr Andrews proposed that Cllr Dye be re-elected as Chairman, this was seconded by Cllr Daniels and unanimously agreed. Cllr Dye was duly re-elected and signed the declaration of acceptance of office. Cllr Dye was thanked for the excellent work she was doing in the role.

3. Election of Vice Chairman and signing of the declaration of acceptance of office.

Cllr Daniels proposed that Cllr Andrews be re-elected as Vice-Chairman, this was seconded by Cllr Buckley and unanimously agreed. Cllr Andrews was duly re-elected and signed the declaration of acceptance of office.

4. To receive any declarations of interest.

There were no declarations of interest received.

5. To approve the minutes of the meeting held on 29th March 2018.

Cllr Buckley proposed that the minutes be accepted as true record of the meeting, this was seconded by Cllr Dye and agreed by Council. The Chairman duly signed the minutes.

6. Matters for information only (not on the agenda).

The Clerk informed Council that a request for reflectors at an address on London Street had been submitted to Highways and a response was awaited.

7. Open Forum for Public Participation.

A query was raised regarding the village website as much of the information was out-of-date – the Council are currently looking at this issue and it is hoped it will be resolved in the near future.

8. County & District Councillors

There were no County or District councillors present, however, their annual reports had been submitted at the Annual Parish Meeting, held prior to the Parish Council Annual General Meeting.

9. To receive the following reports:

a) WW1 Commemoration Event

A report from the Parochial Church Council had been received detailing the estimated costs for setting up an exhibition in November to commemorate the end of WW1. Cllr Andrews proposed a donation of £131.00 as set out in the report, this was seconded by Cllr Edge and agreed by Council.

b) Play Area

Cllr Daniels agreed to obtain a second quote for the fencing works required.

It was agreed that two companies should be contacted to provide a quote to repair the Cone Climber – the Clerk will progress this issue.

A recent ROSPA report had suggested a means of bird control for the play equipment and Cllr Dye proposed that a spend of up to £50 be approved to purchase the necessary deterrent, this was seconded by Cllr Buckley and agreed by Council. Cllr Edge will progress this issue.

10. Correspondence

- NCF – Sports Grant - £729 – this grant had been received earlier in the year and must be ring-fenced for a spend on either new play area equipment or maintenance of the existing.
- A request had been received from a resident that the Council cut back some trees which were blocking the sun in their garden – it was agreed the Clerk should respond setting out that the resident may cut back any overhanging branches but the offending tree will not be cut down.

11. Planning Issues

a) Decisions to note:

The following decisions were noted:

- 2018/0200/VAR – The Old Bell – removal of condition 4 of Part 6 on PL/2015/0834 – Refused.
- 3/PL/2018/0129 – 3 Mill Lane – single storey development – Refused.
- 3/PL/2018/0235/F – rear of Queensforth, London Street – residential development of two 1.5 storey dwellings and associated garages, parking etc – Undecided – this will now be decided by a Planning Committee.
- 3/PL/2018/0283/D – Agricultural land at Hall Farm – reserved matters, one dwelling and garage (3PL/2016/0891/O) – Undecided.
- 3PL/2018/0303/O - Land south of The Cottage New Road – one dwelling – Undecided.
- 3PL/2018/0333/F – Land off Dereham Road - Erection of dwelling with associated garage incorporating an annexe, parking and garden – Undecided.
- 3PL/2018/0126F – Harrow Farm – new grain store and drying facility – Permission.
- 3PL/2018/0127HOU – Talbot House, London Street – new vehicular entrance – Permission.

b) Applications to consider:

There were no applications to consider.

12. To receive a report on the website.

It was agreed that this matter needs urgent attention and Cllr Edge will carry out further research for a decision at the next meeting.

13. Finance & Governance Matters

a) To receive a financial statement for the period 30th March to 24th May 2018.

Due to the difficulty in obtaining bank statements because of the recent change of clerk, no financial statement was available. It was agreed to investigate the use of internet banking.

b) To consider churchyard tree quotations (& any faculty permission requirement).

Two quotes for the works had been received and Cllr Dye proposed that the quote for £2,076 be accepted, this was seconded by Cllr Edge and agreed by Council. The Clerk will contact the contractor to instruct them accordingly. Permission had been received from Breckland Parish Council as the trees are subject to Tree Protection Orders and the Parochial Church Council will be updated.

c) To receive the Internal Auditors report (year ending 31st March 2018) and to consider recommendations.

The internal auditor had made recommendations concerning the lack of an accurate asset register, no allocation of reserves and the lack of a risk management strategy and allotment contracts. In respect of the allocation of reserves, this will be dealt with later in the year when the budget for the following financial year is prepared, much of the reserves will be spent in the current year on tree works and repairs to the Play Area. In addition, works to the car park are being considered.

In respect of the other matters, the Clerk will prepare appropriate documents for consideration by Council.

d) To approve the Annual Governance Statement in the 2017-18 Annual Return.

Cllr Dye proposed approval of the Annual Governance Statement, this was seconded by Cllr Edge and unanimously agreed. The statement was duly signed by the Chairman.

e) To approve the Statement of Accounts in the 2017-18 Annual Return.

Cllr Edge proposed approval of the Statement of Accounts, this was seconded by Cllr Andrews and unanimously agreed. The statement was duly signed by the Chairman.

f) To approve certification of exemption from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015.

Cllr Daniels proposed exemption from a limited assurance review, this was seconded by Cllr Edge and unanimously agreed. The Chairman duly signed the certificate of exemption.

g) To approve the following payments:

Cllr Dye proposed approval of the following payments, this was seconded by Cllr Andrews and unanimously agreed.

- Zurich Insurance £506.31
- Max Bergin (internal audit) £30.00
- Norfolk PTS (locum clerk) £248.87
- Norfolk PTS (subscription) £130.00
- PCC (WW1 event donation) £131.00
- Whissonsett Village Hall (donation) £370.00

14. To consider the co-option of a councillor to fill the vacancy.

There had been no interest in the vacancy.

15. To receive a report regarding the archiving of old parish documents.

The locum clerk had sorted the archive documents, some of which will be retained by the new clerk and some of which will go to the Norfolk Records Office.

16. To note the meeting dates for the council year 2018/19.

The following meeting dates were noted:

- Thursday 12th July 2018
- Thursday 13th September 2018
- Thursday 8th November 2018
- Thursday 13th December 2018
- Thursday 24th January 2019
- Thursday 14th March 2019

17. Matters for next agenda.

Cllr Daniels requested that Highway matters, particularly potholes, be added to the next agenda.

Complaints had been received regarding two overgrown hedges which were blocking the road – the Clerk will write to the residents concerned.

18. To note the date of the next meeting – Thursday 12th July 2018 at 7.00pm in the Village Hall.

The meeting closed at 9.30pm.
