

# NORDELPH PARISH COUNCIL

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**Draft Minutes of the Annual General Meeting, Nordelph Village Hall, Wednesday 18 May 2016, 7.00pm**

**Committee Members:** Councillor Gott, Councillor Balls, Councillor Cosson, Councillor Stannard, Councillor Free, Councillor Hoy

**Those Attending:** Councillor Gott, Councillor Balls, Councillor Cosson, Councillor Stannard, Councillor Free, Borough Councillor Spikings, Borough Councillor Pope

**Public:** 1

**Apologies:** Councillor Hoy

## **MINUTES**

Councillors returned their signed *declarations of acceptance of office* before the meeting started.

### **1 Election of Chairman for the coming year and sign declaration of acceptance of office and code of conduct**

Councillor Balls proposed Councillor Gott for Chairman for the coming year. Councillor Stannard seconded the proposal with all in favour. Councillor Gott signed the *declaration of acceptance of office* and code of conduct.

### **2 To consider apologies for absence**

Apologies were given as listed above and accepted.

### **3 Election of Deputy Chairman for the coming year and sign declaration of acceptance of office and code of conduct**

Councillor Stannard proposed Councillor Balls for Deputy Chairman for the coming year. Councillor Gott seconded the proposal with all in favour. Councillor Balls signed the *declaration of acceptance of office* and code of conduct.

### **4 Declaration of Interests forms to be completed by councillors and to consider any requests for dispensations**

Most councillors returned their *Declaration of Interests* forms. Outstanding forms to be returned to the Clerk at the July meeting.

### **5 To agree the Minutes of the last Ordinary Meeting and the Parish Assembly of 11 April**

The Minutes of the last Ordinary Meeting and the Parish Assembly of 11 April 2016 were both agreed and signed as true records of the meetings.

### **6 To review the Standing Orders & Financial Regulations**

The council's *Standing Orders* and *Financial Regulations* had been previously circulated for consideration. All were in agreement that no amendments were needed at this time.

### **7 To agree outstanding payments for the month**

<b>Payee</b>	<b>Net</b>	<b>VAT</b>	<b>TOTAL</b>	<b>CHQ NO.</b>	<b>SUPPLIER/SERVICE</b>
Kate Bennett	186.64	0.00	186.64	d/d	Wages
Kate Bennett expenses	52.29	2.57	54.86	100527	Mileage (86 miles inc. x2 trips to Welney audit) and stamps
Pat Copeman	30.00	0.00	30.00	100528	Internal audit fee
Came and Company	415.51	0.00	415.51	100529	Annual parish council insurance renewal fee
Emneth Design	23.75	0.00	23.75	100530	Website update service
	<b>708.19</b>	<b>2.57</b>	<b>710.76</b>		

All were in favour to pay the outstanding payments for the month. This included the annual parish council insurance renewal to Came and Company at £415.51.

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## 8 Pension auto enrolment

The Pensions Regulator has advised that the council's staging date for auto enrolment is November 2016. There are several steps which need to be fulfilled and the Pensions Regulator kept informed. Councillors discussed the possibility of engaging a *Payroll Services Provider* to assist with the provision of a suitable Pension provider for auto enrolment. All employees aged between 22 up to State Pension Age earning over £10,000.00 per year are automatically enrolled. Any employee falling outside the criteria still has a right to opt in to a pension scheme. A quote had been obtained of £15.00 per payroll run which includes all the necessary PAYE/NI contributions necessary to HMRC, provision of payslips and the necessary pension contributions calculated. Employees are assessed on a monthly basis. Councillors requested that a decision on this item to be deferred to the July meeting to give all an opportunity to consider this option further.

## 9 Correspondence

- i. Information from Welney Parish Council regarding the purchase of a defibrillator had been circulated and considered. This item not to be progressed any further at this time.
- ii. It was noted that the grant application form to the *War Memorials Trust* for £800.00 has now been submitted for consideration at their next quarterly gathering at the end of June 2016.
- iii. The new door, windows and painted sills at the village hall are looking fantastic. Clerk to write to the Village Hall Committee to commend them on their great efforts.
- iv. It was noted that the Wifi is now in operation at the village hall.
- v. The decision by the Borough Council of King's Lynn and West Norfolk to *approve* planning application 15/01364/F Chapel Farm, Silt Road, Demolition of existing dwelling and replacement with two new dwellings and garage block was noted.

## 10 To complete the Statement of Governance

*Section 1 of the Annual Governance Statement* was considered by Council and duly completed and then signed by the Chairman.

## 11 To accept the end of year accounts

It was resolved to approve the *2015 2016 End of Year Accounts* as prepared by the Clerk with all in favour.

## 12 Items for the next agenda

- Hedge on the corner of the A1101 as you enter the village from Wisbech
- To consider *Pension auto enrolment* duties and responsibilities
- To consider the results from the SAM2 sign
- To consider the installation of gates to the entrances to the village
- To consider the actions from the risk assessment completed at the cemetery/churchyard
- To further consider usage of the upstairs at the village hall
- Recruitment of parish councillors

There being no further business, the meeting closed at 7.45pm.

The next meeting will be held on Monday 11 July at 7pm at the village hall.

Signed..... Date .....