

**Meeting Minutes of Nordelph Parish Council
Monday 19th April 2021 at 6.30pm held online using Zoom (draft)**

Parish Councillors present: Danielle Gott (Chair), John Balls, Pete Gray, Steve Waters, Cate Waters and Paul Dawson. Also present: Kate Bennett (Parish Clerk)

Apologies: Scott Landsdell-Hill, Bryony Russell-Smith, Borough Councillor Rose and County Councillor Humphrey

MINUTES

1 Welcome

The Chairman welcomed everyone to the meeting.

2 To consider and approve apologies for absence

Apologies were given as listed above and the reasons for such approved.

3 To declare pecuniary interests & consider any requests for dispensations

No declarations of pecuniary interests were given for any item on the agenda and no dispensations were required.

4 Open Forum for public participation (15 minutes only)

There were no members of the public present.

5 To approve the minutes of the meeting held on 22nd March 2021

It was resolved to accept the Minutes of the last meeting as a true record. These will be signed at a later stage.

6 Clerk to report any outstanding issues not on this month's Agenda, if necessary

- a) The annual internal audit will be carried out on Thursday 22nd April 2021.
- b) Maintenance work to the telephone kiosk along the High Street will be carried out week commencing 19th April 2021.
- c) The next parish council meeting will hopefully be held at the village hall.

7 Parish Matters

- a) A different supplier is being sourced to provide a new picnic bench for the Staithe.
- b) The Clerk is in the process of updating the Parish Emergency Plan.
- c) There has not been any progress with garden allotments for the parish this month: on going.
- d) It was resolved with all in favour to certify the parish as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015 as the higher of gross income or gross expenditure does not exceed £25,000.00 for year ended 31st March 2021.

8 Finance

- a) It was resolved to approve the outstanding payments since last meeting as listed below.
Councillor Gray and Councillor Dawson to authorize after the meeting.

List of Payments since last meeting						
Supplier	Price	VAT	Total	Type of payment	Description of service/supply	Reference
Emneth Design	33.50	0.00	33.50	EP	Quarterly website update service fee	1
Kate Bennett (expenses)	82.42	1.32	83.74	EP	Mileage, postage, mobile, internet, broadband etc.	2
sse	9.87	0.48	10.35	DD	Footway lighting for March 2021	3
British Telecom	47.45	9.49	56.94	DD	Phone and broadband at village hall for March 2021	4
	173.24	11.29	184.53			

- b) The Current Account balance as at 31/03/2021 was £12,372.55.
- c) Income received since last meeting: £8,500.00 represented by £7,500.00 precept and £1,000.00 cemetery.

9 Village Hall matters

- a) Community Garden: work is progressing and it was noted that the planting of some bulbs has taken place.
- b) A complete copy of the end of year accounts from Mapus-Smith and Lemmon LLP is still awaited by the parish council: Councillor Waters to action.

- c) The Committee has been very busy carrying out improvements to the village hall to try and reduce the damp problems and things are looking very positive.
- d) Fencing works behind the village hall are due to take place week commencing 19th April 2021.
- e) The painting of the outside of the village hall is now complete.

10 To discuss Cemetery issues

- a) The cemetery is within the conservation area so a planning application needs to be submitted for the tree works that CGM Group need to carry out.
- b) The new bench will be installed on Friday 23rd April 2021.

11 To consider any planning matters since last meeting

It was noted that the two caravans that have appeared at a commercial property at Silt Road have been reported to Enforcement for further investigation.

12 To discuss Norfolk County Council issues: no report.

13 To receive a report from the Borough Council: see report attached to Annual Parish Meeting Minutes.

14 To receive a report from County Council: see report attached to Annual Parish Meeting Minutes.

15 To note any Police issues

It was noted that the next Safer Neighbourhood Action Panel Meeting is 28th April 2021 at 7pm.

16 To note key correspondence received since last meeting: no report.

17 To consider Agenda items for the next meeting

- 1) To receive and approve the end of year accounts for year ended 31st March 2021
- 2) To receive a copy of the Village Hall's audited accounts year ending 2019/20 from Mapus-Smith & Lemmon LLP
- 3) To note any progress with the provision of a new picnic bench for the Staithe and repairs to the front door of the telephone kiosk along the High Street
- 4) To discuss the provision of garden allotments for the parish
- 5) To note any progress with a revised Emergency Plan for the parish
- 6) To note progress with works to the trees in the cemetery

18 If required to consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed: no report.

19 To note the date of the next meeting

Wednesday 2nd June 2021 at the village hall at Birchfield Road at 6.30pm. This will be the Annual General Meeting when the Accounts for year ended 31st March 2021 will be received and approved. There being no further business, the meeting closed at 7.40pm.

Signed..... Date