

# NORDELPH PARISH COUNCIL

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## **Minutes of the Annual General Meeting, Wednesday 15<sup>th</sup> May 2019 at 7pm at the Village Hall**

**Committee Members:** Councillor Gott, Councillor Balls, Councillor Stannard, Councillor Gray, Councillor Dawson, Councillor Lansdell-Hill

**Those Attending:** Councillor Gott, Councillor Balls, Councillor Stannard, Councillor Dawson, Councillor Lansdell-Hill, Councillor Gray

**Public:** 0

**Apologies:** Borough Councillor Pope

Declaration of acceptance of office forms were completed and signed in front of the Clerk before the meeting started

### **MINUTES**

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

Councillor Gray proposed Councillor Gott for Chairman for the coming year. Councillor Balls 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 approved.

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

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

#### **4 Public Forum**

There was no need to suspend the meeting to hold a Public Forum.

#### **5 To agree the Minutes of the last Ordinary Meeting**

The Minutes of the last Ordinary Meeting were agreed and signed as a true record of the meeting.

#### **6 To consider the current Standing Orders & Financial Regulations and approve them for use for 2019 2020**

It was resolved to formally accept the council's current *Standing Orders* and *Financial Regulations* for use for 2019 2020. The Clerk will advise if and when any amendments are required.

#### **7 To consider the parish council annual insurance renewal**

- a. The renewal premium for 2019 2020 is £518.87.
- b. It was resolved for the Clerk to obtain an up to date valuation of the village hall from a qualified surveyor and include the insurance for the village hall onto the parish council's annual policy.

#### **8 To return Candidate Election Expenses Forms**

Members returned their Candidate Election Expenses Forms<sup>1</sup>.

#### **9 To return completed Declaration of Pecuniary Interests Forms**

Members returned their Declaration of Pecuniary Interests Forms.

#### **10 To agree any outstanding payments since the last meeting**

All were in favour to pay the outstanding payments since last meeting.

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<sup>1</sup> Election Expenses Forms MUST be returned to the Clerk by 31<sup>st</sup> May 2019.

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Nordelph Parish Council					
Payments for authorisation since the last meeting					
Payee	Net	VAT	TOTAL	CHQ NO.	SUPPLIER/SERVICE
Salaries	439.04	0.00	439.04	dd	April and May salary payments
HMRC	44.00	0.00	44.00	100633	March PAYE
HMRC	47.80	0.00	47.80	100634	April PAYE
Kate Bennett expenses	44.16	0.00	44.16	100635	Mileage, mobile, stationery, stamps, broadband, photocopying etc.
Kate Bennett	150.00	0.00	150.00	100636	Donation to new hard drive for Clerk purchased in January
sse	9.28	0.46	9.74	dd	March usage
sse	9.28	0.46	9.74	dd	April usage
Emneth Design	23.75	0.00	23.75	100637	Website update service
Helen Carrier	62.25	0.00	62.25	100638	Internal audit fee
British Telecom	50.49	10.09	60.58	dd	March phone and broadband services
British Telecom	51.99	10.39	62.38	dd	April phone services £21.00, Broadband £20.50
Information Commissioner	40.00	0.00	40.00	100639	Annual data protection fee renewal
Norfolk ALC	125.27	0.00	125.27	100640	Annual subscription fee
Came and Company	518.87	0.00	518.87	100641	Annual parish council insurance premium for 2019 2020
	<b>1,616.18</b>	<b>21.40</b>	<b>1,637.58</b>		

## 11 To consider General Correspondence received since the last meeting

It was resolved for the Clerk to complete a National Lottery 'Awards for All' application for funding for a defibrillator for the parish to be installed in the telephone kiosk at High Street. This is as a result of a request from a resident for a defibrillator in the village. The issue had been discussed a couple of years ago and in light of the rural setting, ambulance response times and the locality of the nearest defibrillator it was generally felt that the parish required one. The parish council would like to hear from any residents who have any views on this; please contact the Clerk either at [nordelphparish@hotmail.com](mailto:nordelphparish@hotmail.com) or mobile 07825 634 672.

## 12 To consider any outstanding planning applications since last meeting

**Planning application 19/00758/F**, 2nd storey side extension over existing garage, new steel frame carport, steel to be clad in oak, single storey side extension to create a further bedroom for the annexe, a new porch added and rendered with contrasting cladding at Mayfield, Silt Road, Nordelph. It was resolved to *approve* the application.

**Planning application 19/00497/F**, Erection of 4 bedroom farmhouse and garages replacing the farmhouse that was destroyed by fire at Mill House, Boothes Road, Nordelph. It was resolved to *approve* the application.

**Planning application 19/00668/F**, Timber moorings and steps at Land North of Marine Cottage, High Street, Nordelph. It was resolved to *approve* the application.

## 13 To consider the End of Year Accounts 2018 2019 as prepared by the Clerk

It was resolved to approve the end of year accounts as presented by the Clerk.

## 14 To agree to certify the parish council as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 as the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31<sup>st</sup> March 2019

It was resolved to certify the parish council as exempt from a limited assurance review for the year ended 31<sup>st</sup> March 2019.

## 15 To approve Section 1 Annual Governance Statement from the Annual Governance and Accountability Return 2018/19

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

## 16 To approve Section 2 Accounting Statements for 2018/19 from the Annual Governance and Accountability Return 2018/19

It was resolved with all in favour to approve the *Accounting Statements for 2018/19* as prepared by the Clerk.

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## 17 Items for the next agenda

- To note progress with the purchase of a defibrillator for the parish
- Clerk to advise progress with a valuation of the village hall
- 'Nordelph in Bloom'
- To consider highways issues in the parish, namely trees at Birchfield Road

There being no further business, the meeting closed at 7.35pm.

The next meeting will be held on Wednesday 10<sup>th</sup> July 2019 at 6.30pm at the village hall.

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