

**Minutes of the Annual Meeting of Nordelph Parish Council  
Monday 24<sup>th</sup> May 2021 at 6.30pm held at the village hall on Birchfield Road, Nordelph (draft)**

**Parish Councillors present: Danielle Gott (Chair), John Balls, Pete Gray, Bryony Russell-Smith.  
Also present: Kate Bennett (Parish Clerk), County Councillor Chris Dawson, Borough Councillor Colin Rose and one member of the public  
Apologies: Scott Landsdell-Hill, Paul Dawson, Steve Waters, Cate Waters and Borough Councillor Spikings**

## **MINUTES**

### **1 Welcome**

The out-going Chairman welcomed everyone to the first meeting back at the village hall after conducting the last twelve months' meetings via video-conferencing due to the coronavirus pandemic.

### **2 To elect a Chairman for 2021-2022**

It was resolved to elect Danielle Gott as the Chairman for the incoming year 2021-2022; she duly signed a declaration of acceptance office and code of conduct form.

### **3 To elect a Vice-Chairman for 2021-2022**

It was resolved to elect Bryony Russell-Smith as the Vice-Chairman for the incoming year 2021-2022; she duly signed a declaration of acceptance of office and code of conduct form.

### **4 To consider and approve apologies for absence**

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

### **5 Members Register of Interests forms**

Members were reminded of their duty to ensure that their Register of Interests forms published on both the parish council's and Borough Council's websites are up-to-date and any revisions necessary are notified to the Clerk for amendment.

### **6 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.

### **7 Open Forum for public participation (15 minutes only)**

The member of public was present to observe only.

### **8 To receive a report from the County Council**

- A new design for the Welney Wash Road is expected in a couple of months
- Subsidence to the banks in certain areas of the Well Creek is currently an issue
- Efforts to rebuild the Queen Elizabeth Hospital in King's Lynn are ongoing
- Parish Councils are being invited to report their top five priorities to Chris Dawson and also their main aims for the next 3-4 years (not necessarily County Council issues)

County Councillor Dawson left the meeting.

### **9 To approve the minutes of the meeting held on 19<sup>th</sup> April 2021**

It was resolved to accept the Minutes of the last meeting as a true record and these were signed by the Chairman.

### **10 Clerk to report any outstanding issues not on this month's Agenda**

- a) The updating of the Emergency Plan for the village is on-going

- b) The fencing repairs to the rear of the village hall are on-going; awaiting delivery of materials to complete.
- c) A response is awaited from the Borough Council's Enforcement Department regarding the siting of two mobile home units at a commercial property along Silt Road.
- d) Clerk to report the siting of a mobile home unit at a property at Birchfield Road.

### 11 Parish Matters

- a) It was resolved to approve expenditure of £200.00 to replace the picnic bench at the Staithe.

### 12 End of Year Accounts for 2020-2021

- a) The Chairman signed the Certificate of Exemption (Part 2) of the Annual Governance and Accountability Return.
- b) A summary of receipts and payments for the year ended 31<sup>st</sup> March 2021 had been previously circulated and it was resolved to approve the accounts for the financial year 2020-2021 as prepared by the Clerk.
- c) Section 1 of the Annual Governance and Accountability Return 2020-2021 was considered, completed and then signed by the Chairman.
- d) Section 2 of the Annual Governance and Accountability Return 2020-2021 was approved and signed by the Chairman.

### 13 Council Governance

- a) The Standing Orders and Financial Regulations had been considered and approved for 2021-2022.
- b) The asset register had been revised and approved for 2021-2022.
- c) The annual parish council insurance premium had been considered and was due for payment this month per the payments list below.

### 14 Finance

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

List of Payments since last meeting					
Supplier	Price	VAT	Total payment	Type of	Description of service/supply
Came and Company	1,701.64	0.00	1,701.64	EP	Annual parish council insurance premium- part to be recharged to the village hall
CGM Group	800.00	160.00	960.00	EP	Tree work in cemetery
Helen Carrier	55.00		55.00	EP	Annual internal audit fee
Tim Dewdney	210.50	0.00	210.50	EP	Maintenance works carried out to former telephone kiosks
Kate Bennett expenses	122.62	0.00	122.62	EP	Mileage, postage, broadband, mobile etc
Kate Bennett	253.76	0.00	253.76	dd	Clerk monthly salary for 16 hours
British Telecom	47.45	9.49	56.94	dd	Broadband services for April 2021
sse	10.33	0.51	10.84	dd	Energy charges for April 2021
	<b>3,201.30</b>	<b>170.00</b>	<b>3,371.30</b>		

- b) The Current Account balance as at 30/04/2021 was £18,582.60.
- c) Income received since last meeting: £1646.10 (£1466.10 HMRC VAT reclaim and £180.00 for the Village Hall Committee for hall hire on polling day).
- d) The parish council is currently managing the Village Hall Committee's finances until a switch to another provider can be arranged. An issue with the old treasurer's name on the Barclays accounts and arranging the change to the new incoming committee members has caused problems with accessing their funds; the lack of face-to-face meetings available from Barclays due to the coronavirus pandemic has exacerbated the issue. The Clerk is initiating a switch from Barclays to Unity Trust; ongoing.
- e) It was resolved for the parish council to pay some of the Village Hall Committee's outstanding bills which total £996.77; this will be reclaimed back once the issues with the Village Hall's bank accounts are resolved.

### 15 Village Hall matters

- a) The Clerk reported that she will look after the finances until the issues with Barclays Bank have been resolved.

