

# NORDELPH PARISH COUNCIL

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Draft Minutes of the *Annual General Meeting*, Wednesday 3<sup>rd</sup> May 2017 at 6.30pm at the Village Hall

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

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

**Public:** 1

**Apologies:** Councillor Cosson, Borough Councillor Spikings and County Councillor Humphrey

## 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**

1.1 Councillor Stannard 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**

2.1 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**

3.1 Councillor Balls proposed Councillor Free for Deputy Chairman for the coming year. Councillor Hoy seconded the proposal with all in favour. Councillor Free 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**

4.1 All councillors present returned their *Declaration of Interests* forms. Outstanding forms from councillors not present to be returned to the Clerk at the next meeting.

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

5.1 The Minutes of the last Ordinary Meeting of 13<sup>th</sup> March 2017 were agreed and signed as a true record of the meeting.

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

6.1 The council's *Standing Orders* and *Financial Regulations* were considered for review. It was resolved with all in favour that no amendments were required at this stage to the *Standing Orders*. It was resolved with all in favour to make a minor amendment to the *Financial Regulations* at *Item 13. Internal Controls* to read 'bank statements are scrutinised at each council meeting by two different parish councillors each time' from '*bank statements are scrutinised at each council meeting by two parish councillors*'.

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## 7 To agree outstanding payments for the month

Nordelph Parish Council					
Payments for authorisation since the last meeting					
Payee	Net	VAT	TOTAL	CHQ NO.	SUPPLIER/SERVICE
Kate Bennett	194.58	0.00	194.58	dd	Wages - April
Kate Bennett expenses	57.71	4.38	62.09	100551	Mileage, stationery, photocopying, telephone, broadband etc.
Came and Company	433.50	0.00	433.50	100552	Annual parish council insurance premium
HMRC	38.80	0.00	38.80	100553	Clerk April PAYE
Tim Dewdney	490.00	0.00	490.00	100554	Works to war memorial and parish noticeboard
NorfolkALC	121.93	0.00	121.93	100555	Annual subscription 2017-18
E.on	299.31	15.75	315.06	100556	Energy charges for 2015/16 and 2016/17
Information Commissioner Office	35.00	0.00	35.00	100557	Annual registration fee as data controller
British Telecom	32.99	6.59	39.58	dd	March phone and broadband services
Pat Copeman	30.00	0.00	30.00	100558	Internal audit fee
	<b>1,733.82</b>	<b>26.72</b>	<b>1,760.54</b>		

7.1 All were in favour to pay the outstanding payments since the last meeting. This included the annual parish council insurance renewal to Came and Company at £433.50.

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

8.1 It was resolved with all in favour to approve expenditure of £150.00 for the labour to repaint the telephone kiosk along the High Street. Cost of materials to be advised at a later stage.

8.2 It was noted that the war memorial is now on Historic England's statutory list of *Buildings of Special Architectural or Historic Interest* as from 31<sup>st</sup> March 2017 and is Grade II listed.

8.3 The Clerk to chase up with AF Holman & Son the extra letter that still needs to be added to the memorial.

8.4 It was resolved with all in favour not to pursue the request from Upwell Parish Council to buy them out of their share of the SAM2 camera.

8.5 The March Newsletter from the Police giving crime updates was noted.

8.6 Clerk to chase David Mills at Norfolk County Council regarding the completion of footpath 7.

## 9 To complete the Statement of Governance

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

## 10 To accept the end of year accounts

10.1 It was resolved with all in favour to approve the *2016 2017 End of Year Accounts* as prepared by the Clerk.

## 11 Items for the next agenda

- Footpath 7
- Review of the 2017 2018 Budget

There being no further business, the meeting closed at 7.30pm.

The next meeting will be held on Monday 12<sup>th</sup> June at 6.30pm at the village hall.

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