

NORDELPH PARISH COUNCIL

Draft Minutes of the Annual General Meeting, Wednesday 2nd May 2018 at 7pm at the Village Hall

Committee Members: Councillor Gott, Councillor Balls, Councillor Cosson, Councillor Stannard, Councillor Free, Councillor Hoy, Councillor Dawson, Councillor Lansdell-Hill

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

Public: 0

Apologies: Councillor Cosson, Borough Councillor Spikings, Borough Councillor Pope, County Councillor Humphrey, Councillor Hoy

MINUTES

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

1.1 Councillor Balls proposed Councillor Gott for Chairman for the coming year. Councillor Dawson 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 approved.

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 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 To agree the Minutes of the last Ordinary Meeting

4.1 The Minutes of the last Ordinary Meeting of Monday 12th March 2018 were agreed and signed as a true record of the meeting.

5 To review the Standing Orders & Financial Regulations

5.1 It was resolved to formally review the council's *Standing Orders* over the course of the next couple of months. The Norfolk Association of Local Councils has now published new model standing orders which will be used as a template. On going. It was resolved with all in favour to accept the *Financial Regulations* presented to Council for 2018-19. No amendments required from last year.

6 To consider and adopt a General Data Protection Regulation Policy

6.1 The policy provided via NorfolkALC and the SLCC¹ was considered and adopted with all in favour.

7 To agree any outstanding payments since the last meeting

Nordeph Parish Council					
Payments for authorisation since the last meeting					
Payee	Net	VAT	TOTAL	CHQ NO.	SUPPLIER/SERVICE
Employment	213.60	0.00	213.60	dd	
HMRC	42.60	0.00	42.60	100592	PAYE
Expenses	82.11	7.04	89.15	100593	Mileage, stationery, photocopying, telephone, broadband etc.
Emneth Design	26.20	0.00	26.20	100594	Website update service
NorfolkALC	122.93	0.00	122.93	100595	Annual subscription 2018-19
Upwell Parish Council	16.66	0.00	16.66	100596	Third share of training for Clerk <i>Grants and Funding and GDPR</i>
Emneth Parish Council	12.50	0.00	12.50	100597	Third share of training for Clerk <i>End of Year Accounting</i>
E.on	111.50	1.68	113.18	100598	Annual energy charges March 2017 to April 2018
Information Commissioner's Office	35.00	0.00	35.00	100599	Data protection registration
British Telecom	45.91	9.18	55.09	dd	April 2018 phone services (£18.40) broadband (£19.02)
Came & Company	500.84	0.00	500.84	100600	Annual insurance premium
Helen Carrier	62.25	0.00	62.25	100601	Internal audit fee
	1,272.10	17.90	1,290.00		

¹ The Society of Local Councils and Clerks

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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 £500.84.

8 To note new pay scale for Clerk as of 1st April 2018

8.1 The new pay scales for local authority personnel disseminated from NorfolkALC were noted and approved.

9 To consider General Correspondence received since the last meeting

9.1 It was noted that a resident had alerted the parish council to dogs being walked on the grass behind the village hall. The Clerk advised that although it would be preferable to not have dogs in an area where children play this was not against the law and parishioners were perfectly within their rights to do so.

9.2 New electricity supplier for footway lighting as of 5th April 2018 – SSE, charging 12.7p/kWh.

9.3 It was resolved with all in favour to make a donation to Norfolk Age UK of £25.00.

9.4 The monthly newsletter from the Police was noted and circulated.

10 To consider any outstanding planning applications since the last meeting

Planning application 18/00618/F (amended) Construction of two dwellings at Chapel Farm, Silt Road, Nordelph. It was resolved with all in favour to recommend approval to the application.

Planning application 18/00648/LDE, standing of mobile home for use as a dwelling in excess of 12 years at Tunnel Farm, Silt Road, Nordelph. It was resolved with all in favour to recommend approval to the application.

11 To approve Section 1 Annual Governance Statement from the Annual Governance and Accountability Return 2017/18

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

12 To approve Section 2 Accounting Statements for 2017/18

12.1 It was resolved with all in favour to approve the *Accounting Statements for 2017/18*.

13 To note findings from the recent Residents' Survey

13.1 Thanks to be recorded to Councillor Lansdell-Hill for producing the survey. He had received a mild response from the survey but findings showed that parishioners are generally happy with the cleanliness of the village. Concerns remain with speeding but residents are happy with the introduction of the SAM2 sign at Silt Road. Most felt that the parish would benefit from larger speed signs as the current ones are too small and often covered with overgrowing vegetation from the side of the road. Interest in residents to create a Community Speedwatch team was disappointing with most not willing to join. Some parishioners would be interested in an allotment should some become available and support was also shown for the introduction of play equipment at the village hall.

14 Items for the next agenda

- To review the Standing Orders
- To consider purchasing a dedicated SAM2 for the parish
- To consider purchasing a dog waste bin for the village hall
- To consider prices for play equipment behind the village hall
- To follow up with Highways regarding signage at Silt Road and lines at The Staithe

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

The next meeting will be held on Monday 18th June at 6.30pm at the village hall.

Signed..... Date