

Minutes of Annual Parish Council Meeting held on Tuesday 12th May at the Village Hall at 8pm/following the APM

In attendance: Alison McTaggart , Andrew Wright, John Mitchell, Fred Sharman, Thomas Ellis, Philip Shreeve, Sarah Welsh (Clerk).

4 residents were also in attendance.

1. ELECTION OF CHAIRMAN and VICE-CHAIRMAN.

Cllr McTaggart was proposed as Chair by Cllr Mitchell, seconded by Cllr Sharman.

Cllr Sharman was proposed as vice Chair by Cllr McTaggart and seconded by Cllr Wright, both appointments unanimously agreed.

2. DECLARATIONS OF ACCEPTANCE OF OFFICE.

Declarations of Acceptance of Office as Parish Councillors following the election on 7.5.15 and expense forms were completed and signed by Cllrs Alison McTaggart , Andrew Wright, David Burrage, John Mitchell, Fred Sharman, Thomas Ellis, Philip Shreeve and signed by the clerk.

Declarations of Office as Chair and Vice Chair were completed by Cllrs McTaggart and Sharman and signed by the clerk.

3. APOLOGIES FOR ABSENCE.

Cllr Burrage - on leave - accepted. BCllr N Coleman and B Coleman. PC Cook.

4. APPROVAL OF THE MINUTES OF THE LAST MEETING.

It was proposed that the minutes of the previous Annual Parish Council meeting were accepted as a true record by Cllr Sharman and seconded by Cllr Wright. It was proposed that the minutes of the previous Parish Council meeting were accepted as a true record by Cllr Wright, seconded by Cllr Sharman, unanimously agreed.

5. MATTERS ARISING.

There were no matters arising from either the previous Annual Parish Council Meeting or the last Parish Council meeting.

6. DECLARATIONS OF INTEREST IN RESPECT OF THE CURRENT AGENDA.

None.

7. ANNUAL RESOLUTIONS.

a. To consider new draft Financial Regulations - there have been no new Financial Regs since Oct 2014

b. To consider new draft Standing Orders - there were none.

c. Annual Risk Assessment

The updated Risk Assessment was approved and it was agreed the clerk will produce a full Annual risk Assessment for approval at a further meeting.

d. Appointment of Internal Auditor

Annett Collins, Clerk for Rollesby has been appointed as auditor.

e. Schedule of assets

There were no changes from the previous year.

f. To appoint a member of the Council to undertake the periodic review of the administration and accounting procedures.

Cllr Wright agreed to continue to fill the role.

g. To consider Insurance provider for 2015/16

The council agreed to continue with the current provider and that the cover was appropriate.

h. To consider subscription to Norfolk Association of Local Council's for 2015/16

It was agreed to renew the subscription.

i. To Approve Schedule of meetings for 2015/16

It was agreed to amend the dates from 2nd to 1st March 2016 and from 6th to 5th April 2016. The Clerk will issue a new list of dates.

Acceptance of the annual resolutions were proposed by Cllr Wright and seconded by Cllr Shreeve and were unanimously agreed.

8. BOROUGH AND DISTRICT COUNCILLOR REPORTS / POLICE REPORT.

None.

9. CORRESPONDENCE.

Post Log May 2015

DATE	FROM	DESCRIPTION	ACTION
27/4/15	Sewerage Scheme: email received from Anglian Water re ad hoc meeting.	Dates suggested for ad hoc meeting	Date to be agreed at meeting - 7th July 2015 at 7pm agreed. Clerk to inform Anglian Water.
28/4/15	Anglian Water email	Letter detailing scheme	For information
3/2015	Norfolk ALC	Membership Renewal Letter	Agenda item 7h
4/15	Zurich Insurance	Community First Insurance renewal	Agenda item 7g
15/1/15	FCC Environment (Formerly Waste	Duty of Care Transfer form	Completed and sent 20/4/15

	Recycling Group)		
9/5/2015	CPRE Norfolk	Light Pollution Questionnaire summary results, conference & Guidance on reducing light pollution and Light pollution clause for Planning applications	For information.
11/5/2015	GYBC	Local Plan consultations: core strategy [proposed modifications	Clerk to send copies for discussion for next meeting.

Action Log May 2015

DATE	DESCRIPTION	ACTION	UPDATE
7/4/15	Trip hazard towards Potter Heigham Bridge	Reported to Highways by clerk 20/4/15	To be checked by councillors
7/4/15	Sewerage Scheme: email received from Anglian Water re ad hoc meeting.	Replied asking for dates for early evening meeting. 20/4/15	See above.
7/4/15	Streetlight - 2nd one along in Church Road not working.	Clerk reported online at: http://norfolkstreetlighting.amey.co.uk/ on 20.4.15	
7/4/15	Bus shelter bulb missing from light.	Clerk reported online at: http://norfolkstreetlighting.amey.co.uk/ on 20.4.15	To be checked by councillors
7/4/15	CGM Group Grass cutting contract	T/C and email on 20/4/15 asking for contract and copy of public liability insurance, following Susan's email to them of 11/3/15.	

Cllr Mitchell informed the Parish Council that the Village Hall Committee are not happy about paying for the grass cutting on the playing field. Cllr McTaggart pointed out that the Village Hall Committee are custodians of the playing field. Cllr Mitchell will discuss the matter again with the Village Hall Committee.

Cllr Ellis reported some streetlights not working. He will email the clerk with the streetlight numbers and the clerk will report to Highways, prior to their inspections.

10. PARISH CLERK'S REPORT.

See Action Log above.

11. FINANCIAL AND ADMINISTRATION MATTERS.

a Administrative & accounting quarterly check period ending 31.3.15.

This was completed by Cllr Wright and found to be satisfactory. A checklist has been completed and signed by him to this effect.

b Parish Council Accounts for 2014/15

these had been seen and approved at the April meeting.

c Approval & completion of the Annual Return for 2014/15

Section 1 of the Annual Return was unanimously approved by the Council and signed by the Clerk and Chair. Section 2, the annual governance statement, of the Annual Return was approved and signed by the Chair and Clerk.

d Budget Report for 2014/15.

This was approved at the April meeting.

12. FINANCIAL STATEMENT.

The clerk had not produced a statement for this meeting, being in the process of setting up the accounts and waiting for the transfer of address for the bank accounts to her name and address.

A new bank mandate form had been completed and sent to the bank.

The election costs will need to be taken into consideration for this financial year.

13. INVOICES TO APPROVE FOR PAYMENT.

Cheque list May 2015				
DATE	CHEQUE NO.	FOR	DESCRIPTION	AMOUNT
12/05/2015	953	Norfolk ALC	Membership renewal	£111.31
12/05/2015	954	Environment Agency	Drainage - Allotments	£13.52
12/05/2015	955	Sarah Welsh	Clerk salary + £12.18 Postage and stationery	£160.56
12/05/2015	956	HM Revenue & Customs	PAYE Clerk	£35.40
01/04/2015	957	Community First	Insurance renewal Zurich	<u>£265.18</u>
			Total	£585.97
Awaiting statements following change of address for bank accounts: no information about receipts and unable to carry out Bank Reconciliation until statements arrive.				

Cllr McTaggart asked the Clerk to chase the Textile Bank re their payment to the Council.

14. PLANNING MATTERS. Applications received:-

06/15/0185/A Two Advert Boards along road to the North and South of road junction between Billockby and Repps, J Chapman Broadland Country Sports.

There were no objections.

15. ALLOTMENTS.

One of the allotments needs cropping, 4th plot in on Church Road. The Clerk will check and write to the owner.

16. WEBSITE

The new website is now available. The Clerk will be adding material to go live and will circulate the web address. The Council would like the title to include Repps cum Bastwick rather than Repps with Bastwick. The Clerk asked the Council and residents to email anything they would like to be added to the website.

17. ANY OTHER BUSINESS.

Cllr Sharman expressed concern about potential difficulties of sugar beet lorries parking in the lay-by opposite the new cafe and causing problems with traffic flow. The clerk to report to Highways.

18. PUBLIC PARTICIPATION.

A resident had counted 25 pieces of litter from the Church to the allotments. A resident volunteered to clear the area.

19. DATE AND TIME OF THE NEXT MEETING.

The next meeting will be held on the 2nd June 2015 in the Village Hall commencing at 8:00pm. Cllr Sharman gave his apologies in advance.