

CRIMPLESHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Monday, 18th May 2015 at Crimbleham Village Hall. Commenced at 8.05pm with Councillor David Lane in the chair.

Attending:

Cllr. Pamela Biggs
Cllr. Jeffrey Carter
Cllr. Kevin Cornwell
Cllr. Barry Crowson
Cllr. David Lane
Cllr. James Lane

Clerk – Sarah Thorpe

2 parishioners were present

1. Election of Officers

- Item a. Chairman:** Cllr David Lane was proposed by Cllr Biggs and seconded by Cllr Carter. There were no other nominations. It was agreed by all to elect Cllr David Lane as Chairman.
- Item b. Vice Chairman:** Cllr Biggs was proposed by Cllr Carter and seconded by Cllr Crowson. There were no other nominations. It was agreed by all to elect Cllr Biggs as Vice Chairman.
- Item c. Declarations of acceptance of office:** Cllr David Lane and Cllr Biggs completed the acceptance of office forms.

2. Apologies for Absence

Apologies had been received from Cllr Janet Watkins.

3. Declarations of Interest

No declarations were made.

4. Public Forum

A parishioner raised a query regarding speeding vehicles on Main Road. The Chairman advised that this issue had been discussed many times in the past and several measures had been put in place to try to reduce this problem. Highways now felt that there were no additional measures that could be installed. A community speedwatch scheme was mentioned and information was given on the number of volunteers needed to run the scheme. The parishioner advised that she would try to find volunteers so that a scheme could be set up.

5. Police Report

An email had been received from PCSO Jane Edwards on 14th April advising that she was moving on and would no longer be our Parish Liaison Officer. No further details had been provided and no report had been received for this meeting.

6. Minutes of the Meeting Held on 16th March 2015

The Chairman reminded councillors to look at the accuracy of the minutes, and that matters arising would be dealt with imminently. Following a proposal by Cllr. Biggs, seconded by Cllr. James Lane, the minutes were agreed as a true record and signed by the Chairman.

Signed as a true record of the meeting: _____

Date: _____

7. Matters Arising

The Clerk advised that all actions from the meeting had been carried out. Councillors advised that many of the items reported to Highways were still outstanding, and the Clerk agreed to chase these matters up.

8. Finance

Item a. Internal Auditors Report. The Clerk ran through the report from the Internal Auditor. She advised that the Auditor was happy to confirm that all of the correct procedures had been followed by the PC, and that no action was required. The report was accepted by the PC.

Item b. End of Year Accounts for 2014/15. Documents had been circulated to all prior to the meeting. The accounts were discussed. Following a proposal by Cllr Biggs and seconded by Cllr James Lane, it was agreed by all to approve the accounts.

Item c. Completion of Annual Return. The Clerk ran through the annual governance statements on the Return. Following a proposal by Cllr Biggs, and seconded by Cllr Crowson, it was agreed by all to sign the Annual Return. The Chairman and Clerk both signed the document.

Item d. Insurance Policy for 2015/16. The Clerk advised that the Council had entered a three year agreement with Aviva through Came and Company Insurance Brokers in June 2015. Following a proposal by Cllr Carter, and seconded by Cllr Biggs, it was agreed by all to accept the quotation of £385.47 for the coming year. This was a small reduction from last year and the policy still includes cover for the playing field.

Item e. Approval of Monthly Expenditure. The Clerk ran through the payments for authorisation. Following a proposal by Cllr Biggs, seconded by Cllr Crowson, the payments were authorised and the cheques were presented to councillors for signature at the end of the meeting as follows:

Payee	Goods/ Services	VAT	TOTAL	Ref	Supplier/Service
E-on	13.04	0.65	13.69	DDR	Street Light Electric April
HMRC	42.10		42.10	S/O	PAYE March
S Thorpe	168.44		168.44	S/O	Clerk's salary April
E-on	12.62	0.63	13.25	DDR	Street Light Electric May
S Thorpe	168.44		168.44	S/O	Clerk's salary May
HMRC	42.10		42.10	S/O	PAYE April
S Thorpe	75.99		75.99	100718	Clerk's expenses April/May
BCKLWN	48.25	0.00	48.25	100719	Litter bin emptying
K&M Lighting Services Ltd	20.10	4.02	24.12	100720	Street light maint April/May
Norfolk Assoc of Local Councils	88.99	0.00	88.99	100721	Membership subscription
Sheila Goodwin	45.00	0.00	45.00	100722	Internal Auditor
Broker Network Ltd	385.47	0.00	385.47	100723	Annual Insurance Premium
	£ 1,110.54	£ 5.30	£ 1,115.84		

Item f. Review of Reconciled Cashbook. The Clerk advised that she had reconciled the cashbook to the end of April and presented the cash book and bank statements to the Chairman for inspection.

9. Planning Matters

Item a. Planning Application 15/00732/F – Construction of semi-detached dwellings at land adjacent the Stables, Main Road, Crimplasham. An

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application had been received a couple of days before the meeting and brought to the meeting. Councillors agreed that more time was needed to consider the application and that it should be circulated to all. The Chairman would then advise the Clerk of the decision of the Council, the Clerk will then reply to the Borough Council (BC).

- Item b. Planning Application 15/00325/F – Construction of one dwelling between Adelphi Terrace & Tudor Cottage, Main Road, Crimplesham.**
The BC had advised that this application had been refused.

10. Health & Safety

- Item a. Matters Requiring Attention.** The following issue was raised:
Pot hole near 23 Market Lane.

Action: Clerk to report issue to Highways.

- Item b. Health & Safety Inspections for PC assets.** Completed inspection sheets were returned to the Clerk by Councillors. No action was needed. Blank sheets were handed out for completion and return at next meeting.

11. Correspondence

The Clerk updated the PC with items of correspondence received which included:

- Information from the BC on the submission to the Planning Inspector of the “King’s Lynn and West Norfolk Local Plan – Site Allocations and Development Management Policies Document.”
- Information from the BC on free public events. To be included in newsletter.
- Update from the Better Broadband for Norfolk team.
- Light pollution conference in Norwich by Campaign to Protect Rural England.

12. Parish Affairs

- Item a. Crimplesham Playing Field.** The Chairman advised that he would shortly be meeting with the Community Payback Team to make arrangements for the work at the playing field. Cllrs Crowson and Carter agreed to have a look at the contents of the shed.

- Item b. Parish Partnership Scheme (PPS) – Village Gateways.** Highway have installed the gates but, in the process, removed the sign saying “Crimplesham.” It was agreed that the Clerk would ask for this to be returned and also for the 30mph signs to be attached to the gates, as they are in Fincham.

- Item c. Dog Waste Bins and Dog Fouling Near the Church.** There were no further reports of dog fouling near the Church. Following a discussion it was proposed by Cllr Crowson, seconded by Cllr Biggs, and agreed by all to purchase one dog bin at a cost of approximately £140. It will be situated on the verge on Main Road, in the area just past the Church. Clerk to contact Highways for advice on exact location and required licence. Cllr Biggs to accept delivery of dog bin.

Action: Clerk to contact Highways regarding item b and c and arrange for delivery of dog bin.

13. Internal Council Affairs

- Item a. Review of Parish Council Documentation and Effectiveness of Internal Control.** The Clerk advised that she believed some amendments would be

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required to the Standing Orders, and some of the other documents within the Members' Handbook. The Clerk advised that she would review the whole Members' Handbook and then bring the updated version to the next meeting to be circulated to all before the following meeting. The Internal Auditor had not felt that any amendments were required to increase the effectiveness of internal control.

Item b. Register of Members' Disclosable Pecuniary Interests. All completed forms were returned to the Clerk.

Item c. Parish Council Newsletter – Spring issue. A draft newsletter had been produced and was circulated to all. It was agreed to add an item regarding purchase of the new dog bin and then the Clerk would ask the Chairman to approve the amended version before passing to the printers.

14. Agenda Items for the Next Meeting

Items to remain on the agenda as already agreed, and "Weight Restriction signs" to be added.

15. Date and Time of the Next Meeting

Monday 20th July 2015. Commencing at 7.30pm in Crimplesham Village Hall for an Ordinary Parish Council Meeting.

Meeting closed at 9.15pm

Signed as a true record of the meeting: _____

Date: _____