

CRIMPLESHAM PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council, duly convened on Monday, 19th May 2014 at Crimpleham Village Hall. Commenced at 7.30pm with Councillor David Lane in the chair.

Attending:

Cllr. Pamela Biggs
Cllr. Barry Crowson
Cllr. Jeffrey Carter
Cllr. David Lane
Cllr. James Lane
Cllr. Janet Watkins

Borough Councillor Trevor Manley

Clerk – Sarah Thorpe

1. Election of Officers

a Chairman:

Cllr David Lane was proposed by Cllr Biggs and seconded by Cllr Watkins. There were no other nominations. It was agreed by all to elect Cllr David Lane as Chairman.

b Vice Chairman:

Cllr Biggs was proposed by Cllr Carter and seconded by Cllr Watkins. There were no other nominations. It was agreed by all to elect Cllr Biggs as Vice Chairman.

c Declarations of acceptance of office:

Cllr David Lane and Cllr Biggs completed the acceptance of office forms.

2. Apologies for absence

Cllr Kevin Cornwell had given his apologies at the previous meeting and County Councillor Brian Long sent his apologies due to another commitment.

3. Declarations of Interest

None

4. Public Forum

One member of the public was present but had no comments to make at this stage.

5. Police Report

PCSO Jane Edwards was not present and had not sent a report.

6. Minutes of the meeting held on 17th March 2014

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. Carter, seconded by Cllr. Biggs, the minutes of 17th March 2014 were agreed as a true record and signed by the Chairman.

7. Matters Arising

- a. **Rose Cottage: highway boundary and items on the highway** – Clerk reported that highways had confirmed that they maintain the boundary back to the hedge. They have sent a letter to the owner asking for the removal of the stones that are on the verge. Clerk to monitor and chase up matter with highways if not resolved.
- b. **HGV restriction signs** – Clerk reported that Highways had advised that the matter regarding the size and position of the signs had been referred to the Traffic team and a response would be provided when it was received. Clerk to chase up a reply.
- c. **Land Registry details for Village Green** – Clerk reported that there was no documentation in the PC files relating to this and that it would cost £24.00 to obtain a copy of the title register and plans. Following a proposal by Cllr James Lane and seconded by Cllr Biggs it was agreed by all to obtain a copy of the title register and plans and to enquire where they believed that the boundary is on the dyke side.
- d. **Tudor Cottage: new windows** – Clerk reported that she had received a reply from Planning Enforcement that they had investigated the matter and were satisfied that planning permission was not required. It was agreed that the Clerk would query this reply due to the fact that a new window has been added on the east facing side and that another window has been doubled in size.

8. Finance

- Item a. Internal Auditors Report.** The Clerk rang 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 2013/14.** Documents had been circulated to all prior to the meeting. The Clerk advised that there was a £5 discrepancy in the accounts from 2012/13 and that she had consulted the External Auditor and it was agreed that she would restate the figures from 2012/13 to correct this. The accounts were discussed. Following a proposal by Cllr Crowson and seconded by Cllr Carter 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 Carter and seconded by Cllr Watkins it was agreed by all to sign the Annual Return. The Chairman and Clerk both signed the document.
- Item d. Insurance Policy for 2014/15.** The Clerk provided details of the quotations received for the PC insurance. Following a proposal by Cllr Biggs and seconded by Cllr Crowson it was agreed by all to accept the quotation from Came & Company Insurance Brokers with Aviva for a three year agreement at a cost of £393.94 for the first year. This policy 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 Watkins, seconded by Cllr Carter, 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		Supplier/Service
Eon	80.15	4.01	84.16	DD	Street Light Electricity Apr - May
S. Thorpe	372.72	0.00	372.72	100687	Clerk's Wages/expenses April-May
The Post Office	74.00	0.00	74.00	100688	PAYE Apr - May
K&M Lighting Services Ltd	20.10	4.02	24.12	100689	Street Light maintenance - Apr - May
Norfolk Association of Local Councils	88.78	0.00	88.78	100690	Membership Subscription
Sheila Goodwin	45.00	0.00	45.00	100691	Internal Audit
Broker Network Ltd	393.94	0.00	393.94	100692	Annual insurance premium
	£ 1,074.69	£ 8.03	£ 1,082.72		

Item f. Review of Reconciled Cashbook. The Clerk advised that she had reconciled the Cashbook to the end of April. The Chairman inspected the Cashbook and Bank Statements. Following a proposal by Cllr Biggs, seconded by Cllr Watkins it was agreed to accept the accounts.

9. Planning Matters.

Item a. Planning Application 14/00466/F – New detached dwelling at land to rear of Adelphi Terrace, Main Road, Crimplesham. A decision had been made by the PC to SUPPORT this application but notification has now been received from the BC that the application has been withdrawn.

Item b. Planning Application 14/00131/F - Solar PV Panel installation and inverter hut at Pall Ring Company Ltd, Downham Road, Crimplesham. This application has been approved by the BC.

Item c. Planning Application 14/00308/F – Construction of first floor extension, forming master bedroom and en-suite at Rose Cottage, Market Lane, Crimplesham. This application has been approved by the BC.

10. Health & Safety.

No serious Health and Safety matters were discussed. The following items were noted for action in due course:

- Pot hole on Main Road near Mole End
- Pot hole and poor surface on Main Road – between Willow Heath Road & Frimstone.
- Rubbish in lay-by on A1122 between Crimplesham & Stradsett

ACTION: Clerk to action as appropriate.

Item a. Health & Safety Inspections for PC assets – A program of inspections was agreed and Cllrs were given sheets to complete and return at the next meeting.

11. Correspondence.

The Clerk reported on correspondence received.

12. Parish Affairs.

Item a. Crimplesham Playing Field. – The Clerk advised that in order to be able to register the land with Land Registry the PC needed to show that it had assumed control as it did not hold any documentary evidence to prove ownership. The Chairman and one of the trustees for the Playing Field Trust had attended the Annual Parish Assembly and confirmed that they were happy for the PC to take over control of the site (they had brought to the meeting, and handed over, all documentation for the trust and the keys for the gate). This would assist with the PC's case for registry. Also the PC is now paying the cost of ground maintenance and insurance for the site. However an Annual Inspection is required for the site. Following a proposal by Cllr Watkins, seconded by Cllr Crowson it was agreed by all to engage the services of The Play Inspection Company to carry out this inspection at a cost of £59.95 plus vat. A discussion took place on whether the PC wished to retain the charity status for the Playing Field by replacing the existing trustees with members of the PC or whether the charity should close and the PC manage the site. It was agreed that this decision should be delayed until the next meeting.

- Item b. Parish Partnership Scheme – Village Gateways.** Documentation had been received from Norfolk County Council requiring authority for accepting the funding offered under the scheme. It was agreed to complete the forms.
- Item c. Dog Waste Bins.** The Clerk provided quotations and information on the cost of installing dog waste bins in the parish. It was agreed that the PC had not budgeted for these in this financial year and that more consideration would be needed regarding numbers and positions before a decision could be made. To be left on the agenda for the next meeting.
- Item d. Community Grant Award for Commemoration of WW1 Centenary.** The PC has been awarded £300 from the fund towards the cost of a new bench for the Village Green. The original quotation for the bench is over £900. It was agreed to accept the grant, proposed by Cllr Biggs and seconded by Cllr Watkins. Clerk to enquire from the fund if an alternative bench could be purchased and obtain quotes if appropriate. Decision to be made at the next meeting.

13. Internal Council Affairs.

- Item a. Assets Register.** A draft register had been prepared. This was discussed and some amendments were made. Following a proposal by Cllr Crowson and seconded by Cllr Biggs it was agreed by all to approve the register.
- Item b. Review of Parish Council documentation and effectiveness of internal control.** The Member's Handbook had been reviewed by the Clerk and minor amendments made. The document to be circulated to all Cllrs prior to the next meeting and then considered for approval.
- Item c. Declarations of interests.** All Cllrs present completed forms declaring that there had been no change to the declarations of interest that had been completed previously.

14. Agenda Items For The Next Meeting

Items to remain on the agenda as already agreed.

15. Date and time of the next meeting.

Monday 21st July 2014. Commencing at 7.30pm in Crimplesham Village Hall.

Borough Councillor Trevor Manley gave his apologies in advance for this meeting.

Meeting closed at 9.35pm

Signed as a true record of the meeting: _____

Date: _____