



Meeting Minutes

Annual Meeting of Sculthorpe Parish Council

Friday 15 May 2020 at 7.15pm, via video conferencing

Parish Councillors present: Brian Watkin (Chairman), Tony Walters (Vice Chairman), Gillian White, Roger London, Simon Read. Also in attendance: Jodie Bond (Parish Clerk), Tom FitzPatrick (District Councillor), there were no members of the public.

Cllr Watkin opened the meeting and welcomed everyone.

1. To elect the Chairperson for the coming year

Cllr Watkin invited nominations for the office of Chairman. Cllr Watkin was nominated by councillors' present and it was agreed to elect Cllr Watkin to serve as Chairman for the coming twelve months. Proposed by Cllr Walters and seconded by Cllr White. Cllr Watkin thanked councillors and agreed to sign his declaration of acceptance and send to the clerk. Cllr Watkin took the remainder of the meeting as chairman.

2. To elect the Vice-Chairperson for the coming year

Cllr Watkin invited nominations for Vice-Chairman. Cllr Walters was nominated by Cllr White and seconded by Cllr Read. With no further nominations, all agreed to elect Cllr Walters to serve as Vice-Chairman for the coming twelve months.

3. To receive apologies for absence

Apologies received from Cllrs Ramm, Johnson and Cllr Strong. Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

No declarations of interest or requests for dispensation were made

5. To approve the minutes of the meetings held on 4th March 2020

The minutes were approved without amendment.

6. To report progress on items not on the agenda from the last meeting

There were none.

7. To approve the co-option of a new Councillor onto the Council

Mr Kenneth Dawson applied for the parish councillor vacancy. The Council RESOLVED to co-opt Mr Dawson onto the Council. The Clerk will arrange signing the declaration of acceptance of office.

8. Receive reports from Local PC, NCC Cllr & NNDC Cllr, if attending

NNDC Cllr Tom FitzPatrick - report to follow

9. Open forum for Public Participation: an opportunity to hear from members of the public

None present

10. To receive updates from council members (for information only)

10.1 Speed Watch

CLlr London advised that Speed Watch had been suspended by Norfolk Constabulary due to the close proximity to people that is usually required, which would breach the current Government guidelines. The team will be notified once they can re-commence.

10.2 Village Hall Committee report

- The village hall has been closed during the period of lockdown.
- A grant of £500 had been received from NCF towards the planned VE Day celebrations that were unfortunately cancelled. Given the circumstances, this grant can be used towards a similar event in the future.
- Signs will be installed in the car park to prevent HGVs and other vehicles from using the car park. The Car park is for hall users only.
- Clerk had advised that there may be an opportunity to apply for a 'rate payers grant' via NNDC. The hall committee have been notified.

10.2.1 To receive an update on the land registry of the village hall and bowling green

Bailey Bird & Warren have been instructed, as agreed, to value the site of the bowling green and the village hall to provide current market valuations to enable the council to register the land and update council records. The total cost of carrying out both valuations will be £125 +VAT.

11. Open Spaces

11.1 Pond area

Helen from NWT was unable to meet with us on site due to the Covid19 Government lockdown restrictions. A meeting will be re-scheduled for as soon as possible once lockdown ends.

The lorry park rental will be ending this year. However, the long-standing tenant gave his full support to the council's plans to make the whole area into a beauty spot for the community to enjoy. There will however be no future rental income from this site. The council are not permitted to sell this plot of land.

11.2 Dog fouling

NNDC advised that the new signage had been ordered just before the Covid19 restrictions, the rangers can and will still come to install the signage and hopefully this will be in a few weeks as the legislation relaxes.

11.3 Highways Issues

- Clerk and Highways have written a letter to the owner of the land in The Street asking for the hedges and overgrowth to be cut back. This will be monitored and followed up if needs be.
- A water leak at the junction of The Street and Moor Lane has been worked on for some time, however it is believed the leak has now been repaired.
- Highways have placed traffic cones along the Dels Road to make drivers aware of larger holes. Clerk to follow up on permanent road works and repairs.
- Clerk to also follow up on the flooded roadway opposite Sculthorpe mill turning.

12. Planning Matters

Glebe Farmhouse, Creake Road, Sculthorpe, Fakenham, NR21 9NG

PF/20/0659 | Variation of condition 2 (approved plans) of planning permission PF/18/2167 (demolition of part former agricultural building and conversion and extension to single dwelling, erection of boundary wall, detached cart port and store) to allow for amended cartshed position and openings to building – No objection

Lodge Farmhouse, Wells Dry Road, West Barsham, Fakenham, NR21 9NW

PF/20/0280 | Conversion of former farm buildings to a single permanent residential unit including an annexe – application withdrawn

13. Correspondence

- Covid19 impact on local businesses.
- NHS Bench email – The rainbow bench would cost £850, £50 of which would be donated to the NHS. It was agreed to consider other options before making a decision.
- Clerks & Councils direct magazine
- Barclays Bank account interest rate reduction letter

14. Finance

14.1 To review the asset register for year ending 31 March 2020

The council RESOLVED to agree the asset register subject to the inclusion of LED Street lights. The total asset figure for 2019/20 was then confirmed. The Vice Chairman and Clerk will review the asset valuations for the 2020/21 FY.

14.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

14.3 To approve the Annual Governance Statement in the 2019-20 Annual Governance Annual Return (AGAR)

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the 2019-20 Certificate of Exemption. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council

The statement in the Annual Governance section of the Annual Return was read out. The Council RESOLVED to approve the 2019-20 Annual Governance Statement.

14.4 To approve the Statement of Accounts in the 2019-20 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the 2019-20 Statement of Accounts. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

DRAFT until agreed at the next meeting

14.5 To approve the payment of accounts list

Sculthorpe Parish Council payment of accounts list			
Payment to	Description	Chq No.	Payment
K&M Lighting*	Streetlighting		£41.32
Eon **	Electricity		£92.72
Hempton PC	Clerk mobile and stationery contribution	100808	24.34
Clerk	Salary	100809	341.14
NPTS	Subscription	100810	80.85
CGM Ltd	Grass Cutting	100811	316.80
Total payments to be approved			£897.17
Receipt from	Description		
NNDC	Precept		£4043
NCF	Grant award		£500
Total payments received			£4543

* K&M Lighting paid by direct debit on 14.04.20 & 14.05.20

** Eon paid by direct debit on 14.05.20

Payments to be made by cheque.

14.6 To appoint a Councillor as Internal Audit Control Officer for the coming year

A councillor checks the finances quarterly having access to all the financial records. The Council RESOLVED to appoint Cllr Watkin for the year to May 2021 as Internal Audit Control Officer.

14.7 To consider and agree setting up a standing order for payment of Clerk's salary

The council RESOLVED to set up a standing order instruction with the bank for the Clerks Salary. Proposed by Cllr London and seconded by Cllr Watkin.

15. To review the Information Audit, GDPR Policy and Privacy Notice

The Clerk proposed amendments to the General Data Protection Regulations Policy, Privacy Notice and Information Audit documents. The Council RESOLVED to approve the amendments

DRAFT until agreed at the next meeting

16. Consider and agree a new Parish Council website

The Council discussed and RESOLVED to appoint Steve Jackman to create a new council website. The Clerk will populate the site and maintain it going forward. Cllr Watkin will discuss these plans with the village community website host.

17. Receive items for next agenda and note the date of the next meeting

Invite Jerome Mayhew to a future meeting.

Next meeting will be Wednesday 1st July 2020 at 7.15pm.

Meeting closed at 8.55

Signed by Chairman: Date: