

STIFFKEY PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Tuesday 31st May 2016 in the Village Hall.

PRESENT: Cllr Denham (Chairman), Cllrs Cooke, Curtis, Harrison, and Jones.

Di Dann Acting Parish Clerk, NCC Cllr M Strong
5 members of the public

1. Election of Chairman, declaration of acceptance of office

On a **PROPOSAL** by Cllr Jones it was **AGREED** that Cllr Denham should be elected Chairman. Cllr Denham signed the Declaration of acceptance of office.

2. Election of Vice Chairman

On a **PROPOSAL** by Cllr Cooke it was **AGREED** that Cllr Harrison should be elected Vice Chairman. Cllr Harrison advised that he would undertake the role for a further year but then wanted to step down.

3. Welcome and receive apologies and reasons for absence

The Chairman welcomed everyone to the meeting. There were no apologies.

4. Declarations of interest and requests for dispensations

There were none.

5. Minutes of the Meeting held on 18th April 2016

On a **PROPOSAL** by Cllr Harrison the minutes were **AGREED** and signed by the Chairman.

6. Matters arising on the Minutes (for information only), not included on the agenda

There were none.

7. Close the meeting for Public Participation

An opportunity for members of the public to raise questions or concerns

Dr A Parker was interested in supporting the parish council. His electoral qualifications would be investigated by the Clerk. He was regularizing planning matters in his property.

8. Appointment of Parish Clerk and co option for the member vacancy

It was noted that an advert had been placed in the Glaven Valley newsletter for a Clerk. The Co-option vacancy remained. Cllr Jones was anxious to see if gender balance could be achieved on the council. This was the aim of the council but at the same time there was a need to appoint the best candidate.

9. Correspondence (refer attached)

9.1 Items on the attached list were discussed:

9.1.1 North Norfolk Parish and Town Forum. Members were pleased to support this Forum which aimed to investigate the allocation of second homes council tax funding by NNDC.

9.1.2 Parish Council Insurance. It was noted that three quotes had been obtained through a Broker and a further quote from Zurich. On a **PROPOSAL** by Cllr Jones it was **AGREED** to insure through Came and Co using Ecclesiastical Insurance (one year agreement) and a review would be made of the insurance cover provided by the parish council for the Social Services Committee. It was felt that there should be a balanced approach towards applications for financial support.

9.1.3 Other correspondence received since the agenda closed:

- a. E On advice concerning a pending price increase form July. The Clerk would investigate
- b. NCC Road Closure for Bridge Street 31st May. It was noted that this had already taken place.
- c. Community Pay Back It was noted that the group would be visiting to undertake works in June. Members **AGREED** to the war memorial railings being painted black. There was concern about the rubbish being dumped on the Bangey footpath and the clerk would write to Victory Housing once more about the matter.

10. To discuss any planning matters received

10.1 Ref 16/0465 131 Camping hill Storage and Hobby Workshop for Mr Jackson. The application had been returned with no objections subject to no neighbor objections.

10.2 Ref 16/0454 82A Well Road Variation of condition. The application had been returned with no objections subject to no neighbour objections. An objection had subsequently been received by the Planning Officer concerning the 1.8 m high wall. Members considered this but raised no objection to the wall.

11. Brain Storm – receive a summary of the working party meeting

The Chairman had circulated the outcome from the Brainstorm meeting. He would progress the matter by putting it into a 5 year objective plan.

12. Governance and Financial Matters

12.1 Financial Statement for the period 18th April to 31st May 2016.

Members had received a copy of the Financial Statement for the period 19th April to 31st May. On a **PROPOSAL** by Cllr Jones the following payments were agreed:

DD E On £63.75, Cheque No 198 Came & Co Insurance 2016/17 £ 549.88; Cheque No 199 GVN Clerks Advert £18.00; Cheque No 200 S Andrew Internal Audit 2015/16; Cheque No 201 NNDC Dog Bin emptying £193.44 Receipts were noted - NNDC Precept and Grant £2485.00

12.2 Annual Accounts and Annual Return 2015/16. Members had received a copy of the year end accounts together with a copy of Page 3 of the Annual Return, the year end Bank Reconciliation and the reserves details for the Council. On a **PROPOSAL** by Cllr Jones it was **AGREED** that the Chairman should sign the Annual Governance Statement of the Annual Return (Page 2) and then **AGREED** that the Chairman should sign the Accounting Statement (Page 3) of the Annual Return. It was noted that there had been no report as there had been nothing to draw to the attention of the Council from the Internal Auditor other than the completion of Page 5 of the Annual Return.

12.3 To progress matters relating to the recently received grants

12.3.1 LED Lighting Scheme. The Chairman would suggest 5 alternative dates for members to go to Upper Sheringham together to assess the LED lights.

12.3.2 Transparency grant re ICT equipment, website and training. On a **PROPOSAL** by the Chairman it was **AGREED** to progress the WIX website stiffkey.org (without the WIX advert) and purchase the Laptop from Sure Computer Systems in Holt. Other monies left from the grant would be spent on training.

12.3.3 The submissions of the grant applications for the allotment to the BIG Society fund was noted and a decision was expected soon. On a **PROPOSAL** by Cllr Jones it was **AGREED** that if the grant was successful then the money should be spent immediately on fencing and the shed as this was needed to support the allotmenters.

12.4 Stiffkey Social Services Grant. On a **PROPOSAL** by Cllr Jones it was **AGREED** that the Committee should ensure that the Pavilion should be electrically tested and that the Committee should complete a grant application form for the Parish Council to cover the Insurance cover given by the Parish Council to the Committee for the facilities on the playing field. Cllr Harrison would investigate amalgamating the Social Services Committee and Cllr Curtis and the Chairman would investigate the possibility of amalgamating the Village Hall Committee.

12.5 HMRC had confirmed that there was no monies outstanding in respect of ITX. Mrs Pickels was thanked for her efforts with this matter.

12. Matters for inclusion on the next Parish Council agenda

Clerk's salary review: Council's Five Year Plan

13. The date of the next meeting: The next meeting was confirmed as 25th July

There being no further business the meeting was closed at 9.10 p.m.

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Chairman

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Date