**BEIGHTON PARISH COUNCIL**

**BEIGHTON AND MOULTON ST. MARY**

**Minutes of the Annual Meeting of Beighton Parish Council held on Tuesday, 8th May 2018 in Beighton Village Hall following the Annual Parish Meeting**

**Present:**

Carol Phillips (Chairman)

Alex Fegan Read (Vice-Chairman)

Ivan Cator, Joe Wright, Ed Matthewsand Peter Howell

Parish clerk Pauline James

District Councillor Grant Nurden, and three members of the public

**Public Forum:**

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| 1. | PC Ian Kennedy’s report on the crimes recorded for the year to 31st March 2018 was read out  |
| 2. | County Councillor’s Report: Brian Iles had given a report at the earlier Annual Parish Meeting. |
| 3. | District Councillor’s Report: Grant Nurden had given a report at the earlier Annual Parish Meeting. |
| 4. | Village Hall Report: There had been a report at the earlier Annual Parish Meeting. |
| 5. | Parishioners: No matters were raised. |
| 6. | Councillors: No matters were raised. |
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**Election of Chairman and Vice-Chairman of the Parish Council:**

Carol Phillips was unanimously re-elected as Chairman and Alex Fegan Read was unanimously re-elected as Vice-Chairman.

**Declarations of interest in item on the agenda and any requests for dispensations:**

Peter Howell and Ed Matthews are on the village hall committee.

**Apologies:**Val Mack

County Councillor Brian Iles had attended the earlier Annual Parish Meeting.

**Minutes:**

The minutes of the meeting dated 13th March 2018 were agreed to be correct, and were signed by Carol Phillips as Chairman of the Parish Council.

**Clerk’s Report and Matters Arising:**

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| 1. | The clerk handed out voting packs from Norfolk County Council Trading Standards for the No Cold Calling Zone, to be distributed in Chapel Road, High Road, Hopewell Gardens and Southwood Road in Beighton. |
| 2. | It was reported that Open Reach vans continue to park on the grass verge at the Chapel Road junction, resulting in damage to the grass. |
| 3. | The grit bin has not yet been refilled by NCC. |

**Correspondence:**

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| 1. | BDC have invited councillors to attend some planning training. |
| 2. | BDC sent notice of their review of their Gambling Policy. This was noted. |

**Treasurer’s Report:**  £

Balance b/f at 13th March 2018 1,300.53

**Receipts:**

Bank interest – 1 month 0.64

HMRC – VAT refund 176.72

BDC – first half precept 3,321.00

BDC – CIL payment 153.21

Transfer from savings account 300.00

**Payments:**

Transfer to savings account 1,000.00

P Howell – brass plaques 51.58

Tastebud Wines 108.00

HMRC – April PAYE 39.80

HMRC – May PAYE 41.24

HMRC – June PAYE 40.52

Clerk’s fee and expenses s.o. 100.00

 s.o. 100.00

 balance 155.89

Beighton Village Hall – room hire 19.00

Norfolk Pension Fund – April 57.96

* May 59.97
* June 58.97

Acle PC – share of expenses 64.30

Nfk ALC – subs 154.43

John Gallop – internal audit 80.00

Community Action Norfolk – subs 20.00

Balance c/f at 8th May 2018 3,100.44

Deposit Account – general reserves 8,889.43

Deposit Account – earmarked reserves (+ CIL monies) 6,195.00

Total Monies 18,184.87

The above payments were authorised.

It was noted that Peter Howell oHohad checked the March online payments to the bank statements. Alex Fegan Read had carried out some checks on the Council’s financial records.

**Planning:**

None.

 **Accounts and Annual Return for the year ended 31st March 2018:**

1. The internal auditor’s report was received and noted.
2. The Annual Governance Statement was considered and completed.
3. The Accounting Statements and Accounts were reviewed and adopted.
4. The gross income for the year was confirmed as £7,622 and the gross expenditure for the year was confirmed as £5,480. The Council therefore declared itself exempt from a limited assurance review.

**Grants and Donations:**

It was agreed to give £80 donations to each of the following:

Norfolk Citizens Advice

Norfolk Accident Rescue Service

Norfolk Family Mediation

AgeUK

**General Data Protection Regulation:**It was agreed to adopt the following documents:

Privacy Policy to be published online

Privacy Notice for staff and councillors

Schedule of Data Processing

Audit of personal data

Data Processing Impact Assessment

Subject Access Requests Policy

Appointment of clerk as Data Protection Officer

**Any Other Business:**

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| 1. | Items for the next agenda: highways issues. |
| 2. | The next Parish Council Meeting is on Tuesday, 10th July 2018 at 8.00pm |

There being no further business, the meeting was closed at 8.55 pm.

Signed............................................................ Dated: 10th July 2018

 Chairman