

## **Minutes OF BEIGHTON with Moulton St Mary PARISH COUNCIL MEETING**

Held at the Village Hall on: **Tuesday 14<sup>th</sup> May 2019 commencing 8.15pm**

Present: Cllrs Kathleen Ashcroft, Ivan Cator (chair), Valerie Mack, Edgar Matthews, Joseph Wright, Sophie Young.

Clerk: Mrs Sarah Hunt

15 members of the public were also present.

### **1. TO WELCOME COUNCILLORS FOLLOWING ELECTION 2<sup>nd</sup> MAY 2019.**

- 1.1 Councillors had signed Acceptance of Office Forms.
- 1.2 Councillors had completed Declaration of Interests Forms.
- 1.3 Councillors had signed Agreement to abide by the Code of Conduct.

### **2. ELECTION OF CHAIR.**

Mr Ivan Cator was elected chair, nominated Cllr Mack, seconded Cllr J Wright – Cllr Cator signed Acceptance of Office.

### **3. ELECTION OF VICE-CHAIR.**

Cllr Sophie Young was elected Vice-Chair, nominated Cllr Mack, seconded Cllr Ashcroft.

### **4. ATTENDANCE**

Cllr Allan Wright - absent.

### **5. DECLARATIONS OF INTEREST AND DISPENSATIONS**

- 5.1 Dispensations – it was AGREED that these continue to be authorised by the Proper Officer.
- 5.2 Dispensations - none.

### **6. MINUTES OF PREVIOUS MEETING**

The minutes of the Parish Council Meeting held on 12<sup>th</sup> March 2019 were AGREED as a true and correct record and signed by the Chair.

### **7. PUBLIC FORUM**

Complaints were made to the meeting concerning dog fouling. It was noted by the meeting that any public bin can be used for bagged dog waste. Next Agenda for Council discussion. **CLERK**

### **8. MATTERS ARISING FROM PREVIOUS MEETINGS – TO RECEIVE UPDATES**

- 8.1 Tree at Church Hill – Clerk to chase.
- 8.2 Parking outside church – response received from Highways noted.

**CLERK**

### **9. CORRESPONDENCE**

Merchant Navy Fund	Request to fly 'Red Ensign' on 3/9/2019	<b>Next Agenda.</b>
Norfolk Pension Fund	Consultation on 'exit cap payment'.	Noted
Norfolk Co Co	Notification of Road Closure	Noted
BDC – Trevor Holden	Notification of new Management Structure – 'Two Councils one Team'	Noted
BDC – Martin Thrower	Notification that Emma Hodds is the newly appointed monitoring officer.	Noted

Norfolk ALC	Request for nominations to join the Executive Committee	No candidate.
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## 10. PLANNING

Broads Authority Local Plan notification – goes to Full Authority 17<sup>th</sup> May 2019. Available from Parish Clerk.

## 11. ADMINISTRATIVE MATTERS

- 11.1 It was AGREED future meetings to commence at 7.30pm.
- 11.2 Meeting dates for the next 12 months were AGREED.
- 11.3 AGREED to Adopt the Power of Competence. Confirmed that the Council meets the criteria for adoption: That the number of Councillors elected at the last election equals or exceeds two thirds of its total number of Councillors and that the Parish Clerk holds at least one of the sector specific qualifications and has passed the General Power of Competence module as part of the CiLCA qualification.
- 11.4 The following policies were ADOPTED as presented:  
 Equal Opportunities  
 Health and Safety  
 Grievance Policy  
 Disciplinary
- 11.5 The insurance renewal was AGREED and APPROVED from BHIB. Three year contract expires June 2021.

## 12. FINANCIAL MATTERS

- 12.1 The Internal Auditor Report for financial year to March 31<sup>st</sup> 2019 was received.
- 12.2 The governance statement for the financial year to March 31<sup>st</sup> 2019 was received and signed.
- 12.3 The annual Accounting Statement for the financial year to March 31<sup>st</sup> 2019 was received and signed.
- 12.4 The Annual Report 2018/2019 was adopted.
- 12.5 The Parish Council confirmed its exemption from External Audit for 2018/19.
- 12.6 The audit posting dates for the exercise of public rights – 17/6/19 – 26/7/19 were noted.
- 12.7 Notification received that £3,496.50 has been received for the first half of the 2019/20 precept.
- 12.8 It was AGREED to accept the quotation of £100.00 from Mr J Gallop and he was duly appointed Internal Auditor for 2019/20.
- 12.9 The following policies were adopted unchanged;  
 Financial Regulations  
 Duties of the Responsible Financial Officer  
 Review of Internal Audit  
 Review of Internal Controls
- 12.10 To consider requests for donation were approved Norfolk Accident Rescue Service £100.00 and Citizens Advice £100.00.
- 12.11 Renewal of Community Action Norfolk membership – Bronze AGREED at £20.00
- 12.12 To authorise payments:
- |  |         |
|--|---------|
| Sarah Hunt – Payroll 15 <sup>th</sup> March to end May incl expenses<br>(includes automatic annual increase from 1 <sup>st</sup> April 2019) | £405.86 |
| HMRC – April and May   | £90.00  |
| Norfolk Pension Fund   | £133.45 |
| Norfolk Association of Local Councils membership 2019/20   | £161.80 |

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Norfolk Accident Rescue Service – see item 12.7.	£100.00
Citizens Advice Bureau – see item 12.7	£100.00
Viking Direct – stationery	£49.79
BHIB Insurance	£242.49
Community Action Norfolk – see item 12.10	£20.00
Mr John Gallop – Internal Auditor	£95.00

### **13. HIGHWAYS.**

- 13.1 A request was received for a sign for the entrance to Lingwood Long Lane. Clerk to ask Highways for advice.
- 13.2 Drainage Issue – Southwood Road, Beighton. Update from Highways that a visit has been undertaken and gulleys found to be blocked. To be addressed.
- 13.3 Drainage Issue – 2/3 Hopewell Gardens, High road. Update from Highways that a visit has taken place, situation being monitored.

### **14. NOTICEBOARDS.**

- 14.1 A quotation was received from Beighton Builders Ltd for new fencing and repair to roadside noticeboard. 1. Chain link fencing £280.00. 2. Timber fencing £525.00 3. Repair existing noticeboard £85.00. It was AGREED to approve item 1 – Chain link fencing at £280 and also Item 3 – Repair of noticeboard for £85.00.

### **15. ITEMS FOR INCLUSION IN THE NEXT AGENDA**

Review of Standing Orders.

To consider paying for the grass cutting on the Recreation Field.

Next Meeting: 9<sup>th</sup> July 2019

The meeting closed at 8.47pm.