



GELDESTON PARISH COUNCIL
Annual Meeting of the Parish Council
Minutes
Held in the Village Hall
Wednesday 10th May 2023 7.30PM

Parish Councillors present: I. Ansell (Chairman), J. Ashfield, J. Crowfoot, P Cracknell, R. Fogerty and J. Hayward.

All Councillors present had signed the Declaration of Acceptance of Office for Councillors prior to the meeting starting.

Also present: Clerk, Tina Newby.

1 To elect a Chairman and the signing of the DAO.

At this point Cllr Crowfoot, stated that Cllr Ansell should not have opened the meeting. The Vice chairman took over to elect a Chairman. *The Clerk would like to state that Cllr Ansell was in fact correct in his proceedings. As stated under the Standing Orders which are adopted every year.*

Item 5e) The first business to be conducted at the annual meeting of the council shall be the election of the chairperson and vice-chairperson of the Council.

Item 5f) The chairperson of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the council.

Item 5i) In an election year, if the current chairperson of the Council has been re-elected as a member of the council, s/he shall preside at the meeting until a new chairperson of the Council has been elected. S/he may exercise an original vote in respect of the election of

the new chairperson of the Council and must give a casting vote in the case of an equality of votes.

Cllr Ansell was elected as Chairman. (Prop: JA; Sec: RF) all in agreement apart from Cllr Crowfoot who objected, and wanted this vote recorded. Cllr Crowfoot stated that a chairman can only hold office as chairman for 2 years. This was discussed at length. Cllr Cracknell stated that he held office for 8 years. The Clerk tried to point out that the Standing Orders does not state a length, not in the Geldeston PC standing orders or the model standing orders. *The Clerk would like to note that the Geldeston Parish Council standing orders that have been reviewed on an annual basis and not changed since 2021, these do not mention the length a member can serve as Chairman. She has also checked the NALC Model Standing Orders and they are the same.*

Cllr Ansell signed the Declaration of Acceptance of Office for a Chairman.

2 To elect a Vice-chairman. Cllr Ashfield was voted as Vice-Chairman (Prop: RF; Sec: PC) all in agreement apart from Cllr Crowfoot who objected.

3 Chairman's Welcome

- a. To receive apologies for absence. Cllr Morton apologies were received. The Clerk asked for an extension for Cllr Morton to sign the Declaration of Acceptance of Office, this was agreed.
- b. To receive declarations of interest and dispensations:
 - To receive declaration of Disclosable Pecuniary and Other interests for councillors on items on the agenda - None
 - To receive and consider written requests for dispensations for Disclosable Pecuniary Interests and those previously granted - None
- c. To record the number of members of the public present. There were 13 members of the public, with one member attending the meeting late. Total members of the public 14.

4 Minutes of last meeting

To approve minutes of the meetings held on 11th January 2023 and note there was no meeting in March 2023. The minutes were approved by the Councillors that were present in January (Prop: JH; Sec JA). All Councillor that was present agreed.

5 To Discuss any working group and committees to be set up or continued. Due to the setup and members of the Geldeston Village Park, there was an agreement that the subcommittee should be a working group and that the Terms of Reference would be sent to them. This was because; you cannot have a sub committee without a committee. Both these would have to be managed in the same way as the Parish Council. Publish the

agendas to the public at least 3 clear days from the meeting. The minutes would also have to be published to the public.

6 To Discuss and confirm the signatories of the accounts and agree any action. It was noted that Cllrs Ashfield and Ansell have online bank signatories and cheque signatories. Cllr Hayward permissions will need to be checked. **Action Clerk** to process this.

7 Matters arising from last meeting and outstanding actions:

- a. Discuss the update on the Station Road fence and agree any action: There was a general discussion between Cllr Crowfoot and a member of the public, regarding the fact that she meant the blocked drains and not the fence. However, the fence was the item on the agenda and has still not been repaired. It was noted that there were 6 officials from Environment Agency looking at the fence in Station Road last Thursday (4th May). **Action IA** to log a request to make sure the drains are not blocked.
- b. Clearing ditches out Big Row – these have been cleared.
- c. Clerk to liaise with IA regarding the storm drains being blocked, Stockton to Leytons Lane. This has been resolved.
- d. Kells Way footpath to West End flooding issues. AW is chasing this. FW Properties have stated that they have fulfilled their obligation. More type 1 is needed. Photos will be provided. **Action Clerk** to try and get footpath officials to look at it.

8 Chairperson's report: Nothing to report.

9 New issues

- a. Reports from the County Councillors and District Councillors. There were no reports.
- b. **Parish 10** - The meeting will be adjourned for public participation, 3 minutes per member for items to be discussed on the agenda only.
 - Couple of the public addressed concerns over the money the Parish Council spent on helping to repair the church driveway which is apparently private, as there is a sign up stating so. *The Clerk has looked into this and reported back to the individuals concerned. Cllr Crowfoot has looked at the sign and it does state private after the Church car park.*
 - Pavement down the street overgrown and Yarmouth Road. The requirement is 1 metre width clear.
 - A reminder that the footpath between Heath Road and the Church was cut down but not cut back. Perhaps the Rangers could clear the footpath.
 - Snakes Lane, footpath sign is broken.

- All footpaths need to be cut; Clerk will send her annual reminder. Highways should cut back the Alexanders, as they are blocking visibility.
 - River path is becoming highly dangerous. Environment Agency checked the footpath, six months ago and they had dropped a foot and a half. EA should be dealing with these issues.
 - Cllr Crowfoot recommended a footpath working group – group of walkers that regularly walk the paths and report back to the Parish Council. This was considered a good idea.
 - Speeding through the village. Speed Awareness Machine is not recording any high speeding vehicles. Speed watch is active in the village.
 - Dunburgh Road sign missing (this has been reported 3 times) **Action Clerk** to report again.
 - 2 fields that have been ploughed recently at the top of Penny Come Quick, farmers had left mud on the roads. This could be dangerous; farmers should clear up behind themselves. **Action Clerk** to report this.
- c. Report from Locks Inn Management Committee – no report.
- d. To discuss and agree the insurance for this year. The Clerk provided the quote for the insurance which includes all the new assets. 3 years would cost £558.74 and a single year would cost £599.94. There was an agreement to go with the 3 year option. (Prop: IA; Sec: PC) all in agreement.

The Clerk would like to confirm that volunteers that are not under the jurisdiction of the Parish Council, will not be insured. Additional activities and events would need to be agreed with the insurers, first.

- e. To receive an update on Geldeston Village Park and agree any additional actions. Their report will be added to the Annual Parish Meeting Minutes.
- f. To review and adopt policies: To review and adopt the LGA Code of Conduct for Councillors. All Councillors had a copy over a week before the meeting, so that they had time to read it. Agreed to adopt the policy. (Prop: IA; Sec: JH) all in agreement. This now means that the new register of interests form can be signed.
- g. Issues from Councillors (for information only)
- There appears to be a shipping container in Laydens Lane. **Action Clerk** to contact Stockton Parish Meeting and see if they know anything about this. Check with planning too.
 - Grass Cutting in the village. Damage has been done, smashed a boat planter, chewed up hedge plants. Chewed up some playing field grass matting, this will need to be replaced. This appears to be the third time they have damaged things. A. Wade would be happy to meet the representatives on site.

The Clerk tried to report that there was only one quote received. She had advertised for grass cutting quotes in the Tidings, on the noticeboard and on Facebook and the website, for two months. She had done what Cllr Crowfoot wanted and still did not get any response. The contract was finalised in January. If this needs to be altered, then please refer to the Standing Orders items 7a and 7b will need to be addressed. Cllr Fogerty would like to see a copy of the contract.

h. Clerk's report – nothing to report.

10 To review and adopt policies: To review and adopt the LGA Code of Conduct for Councillors. This was adopted in 9f.

11 Finance

- a. To review and approve AGAR Annual Internal Audit Report if received. This was noted as completed. Signed by Heelis and Lodge 28/4/23.
- b. To review and approve AGAR Annual Governance Statement. Each item was checked, and all agreed to go with 'yes' 1 – 8 and 'n/a' for item 9. Signed by the Chairman and the Clerk at the meeting.
- c. To review and approve AGAR Accounting Statement This was reviewed and agreed. Chairman signed at the meeting. RFO had signed on 15/4/23.
- d. To review and agree the recommendations from the Internal Audit Report of received. The Internal Audit was a good report this year, with only one recommendation. This being the council should report in the minutes the discussion of all the recommendations in the report. This was discussed and this has been discussed.
- e. To approve the Asset Register for accuracy. The councillors were all given an asset register in their meeting packs. The asset register appears to be correct.
- f. To approve invoices for payment – no payments for this month.
- g. To note Bank balances will be reported at the meeting.

Transactions between January and March (no meeting in March)

Receipts received between meetings

Easy Fundraising	33.02
Grant Lottery	£33,769.96
Allotment	£10.00
Allotment	£10.00
interest	£5.74
trf between accounts	<u>£1,225.54</u>
	<u>£35,054.26</u>

Payments between meetings

Earl Fencing	23/033	£480.00
Clerk	23/034	£338.88
Dr J Keep	23/035	£350.00
trf between accounts	TRF	£33.02
Caloo	23/036	£19,197.16
Caloo	23/037	£14,572.80
David Bracey		£330.00
Clerk		£332.24
Emma Ginn		£250.00
trf between accounts	TRF	£880.00
		<u>£36,764.10</u>

Summary of Accounts @ 10/5/23

Bank Balance as at 31/3/23

GPC Community Account	£14,716.06
Village Park	£4,131.03
	<u>£18,847.09</u>

Receipts received between meetings

Lottery Grant	275
Paypal Easter Egg Event	48.12
Precept	4429
	<u>£4,752.12</u>
	<u>£4,752.12</u>

Payments between meetings

March Wages and expenses	342.48
Waveney Norse	2515.5
April Wages and Expenses	354.58
Village Hall Hire	140
Bromley Homes	5059.14
Heelis and Lodge	273.33
Norfolk PTS	87
Norfolk PTS	1.85
Lothingland Water Drainage Board	27.06
South Norfolk Dog bins	530.88
	<u>£9,331.82</u>
	<u>£9,331.82</u>

Running total £14,267.39

Bank Balance @ 10/5/23

£10,763.63 *

£4,131.03 **

£14,894.66

12 Updates from village committees & groups

- a. Village Hall Management Trustees. Clerk will distribute the report when she has it.
- b. GREEN project – Some posts have been renewed, thanks to Margaret and Joe. There will be a need in the future for more posts and composts for the trees. There is still an issue with one allotment that does not have a fence around it. There is a total of 13 plots now. Some people come to exercise their dogs and comments ‘what a beautiful place, so lovely and quiet. There was a discussion with Cllr Crowfoot and Margaret regarding who is being paid by donations from the Poores Trust. *This should not be made public and needed not to be asked. This should be confidential.*

At this point one member of the public walked out, she had been upset by a Councillor.

- c. Conservation Area and the Churchyard Conservation Area. Nothing to report.

13 Planning applications and other planning matters

- a. South Norfolk District Council. No planning applications received for discussion. Village Clusters – report update – no update.
- b. Broads Authority. Update on previous applications. No planning applications received for discussion.

14 Correspondence: None

The chairman declared that no more business needed to be discussed, he closed the meeting at 9pm.

Date of next parish meeting: 12th July 2023, 7.30pm

Future dates are:

13th September 2023

8th November 2023

Signed: (Chairman) Dated: