

GELDESTON PARISH COUNCIL

Minutes of the meeting of the Annual Meeting of the Parish Council held on Wednesday 9th May 2018, Village Hall GELDESTON 7.30PM



Parish Councillors present: P. Dawney (Chairman), A. Norman (Vice-chair person), L. Rowntree, and L. Keep.

1. To agree to appoint a chairman.

a) To agree to appoint a chairman. – It was proposed to re-appoint Cllr Dawney. (Prop: LR; Sec LK) all in agreement.

b) Chairman to sign the declaration of office of chairman – signed by Cllr Dawney and the Clerk.

2. To appoint a Vice-chair person – It was proposed to re-appoint Cllr Norman. Cllr Keep was interested in the position, it was agreed for Cllr Keep to shadow Cllr Norman for the year. (Prop: PD; Sec: LR) all in agreement.

3. Chairman's Welcome

a. To receive apologies for absence. - Cllrs Ashe and Ansell.

b. To receive declarations of interest other than those registered with South Norfolk District Council. – None.

c. 3 members of the public were present.

4. Minutes of last meeting

a. To approve minutes of the meeting held on 14th March 2018. The minutes were proposed as an accurate record. (Prop: PD; Sec: LK), all in agreement.

5. Matters of report and action points

a. To receive an update on the request for volunteers for the standing speed watch and agree any action. – There will be a briefing with Norfolk Police shortly, then the volunteers will have the equipment. The speed watch locations have been decided by the police.

b. To receive an update on the closure of the footpath, and agree any action. – It appears that the footpath will not be closing.

c. To receive an update on the removal of damaged play equipment. – The future of the playground will be discussed at the Annual Parish Meeting. Cllr Ansell is absent from this meeting, the discussion of the removal will be held over to next parish meeting.

d. To discuss the damage to Heath Road caused by beet lorries. – **Action Clerk** to chase up the fault logged to Highways.

6. **Chairperson's report:** none reported

7. **New issues**

- a. Reports from the County Councillors: Cllr Stone was absent, her report will be posted on the website.
- b. **The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the Agenda only.** Nothing was discussed.
- c. To appoint the Clerk as the Data Processing Officer under the new General Data Protection Regulations – The Clerk pointed out that this is now not required in law for parish councils, however it is recommended. (Prop: LK; Sec: LR) all in agreement.
- d. To review and agree the Privacy Statement, Consent Form and Web Privacy Statement. – These were reviewed and adopted and all in agreement. **Action Clerk** to add these to the website.
- e. To review and adopt the Data Protection Policy, and Data Information Audit. – These were reviewed and adopted and all in agreement. **Action Clerk** to add these to the website.
- f. To discuss the apparent use of Stockton Road by heavy vehicles for the Kells development instead of via Kirby Kane and Old Yarmouth Road as stipulated by Highways and agree any necessary action. – It has been noted that heavy vehicles are using Stockton Road. **Action Clerk** to contact the developers to remind them the official route. If no response contact Highways.
- g. To discuss the hedge on the new development in The Street which is planted on the wrong side of the railing so that it will grow out into the pavement, and agree any action. – **Action Clerk** to contact the planners and request them to be planted the other side of the railings.
- h. To receive an update and agree any action, regarding the Internal Audit – The internal auditor has completed his internal audit. No particular problems except that he noticed that we don't always get cheque counterfoils initialled by two cheque signatories. This will be sorted in the future. (Prop: LR; Sec: LK) all in agreement.
- i. To approve to exempt ourselves from a limited assurance review as previously agreed. – (Prop: AN; Sec: LK) all in agreement.
- j. To approve the annual governance statement. – (Prop: PD; Sec: LK) All in agreement.
- k. To approve the accounting statements and note the Income and Expenditure account to 31/3/18. – (Prop: PD; Sec: LK) all in agreement.
- l. To complete the contact details form for PKF Littlejohn and to note the Rights of Inspection notice. – contact details updated and Rights of Inspection noted.
- m. To discuss and agree the renewal of Came and Company annual renewal, to agree one year at £291.20, or 3 years at £280.00. To note the increase in NALC subscriptions (£148.59 which now includes £30 website hosting). – The insurance was discussed and agreed to go

for £280 each year for 3 years. (Prop: PD; Sec :LK) all in agreement. The NALC subscription was noted.

- n. To note the renewal for Clinks Carer Farm grass cutting – noted and recorded that this was voted via emails to the councillors, the decision was unanimous.
- o. Issues from Councillors. – none.
- p. Clerk's report –
 - a) Discussion on the residents parking scheme, it was decided that this is not needed for Geldeston.
 - b) Locks Farm emailed the clerk and stated that he had cleared all his drainage ditches to help move the flood water from the village. – A Thank you was noted.
 - c) The resident from the last meeting is requesting a disabled parking space. Jake the Community Connector SNC has agreed that Highway would look and consider it if we take on the request from the resident and log a job with Highways. **Action Clerk** to log this request with Highways.

8. Finance

- a. To approve invoices for payment.

b.	11/04/2018	NALC	financial training	101051	30.00
	15/04/2018	HMRC	NI and Tax (March)	101046	39.80
	30/04/2018	T Page	Salary April	SO	176.44
	09/05/2018	Chris Cook	Internal Audit	101060	35.00
	09/05/2018	IDB	Drainage board	101062	18.86
	09/05/2018	NALC	Annual Subscription	101061	148.59
	09/05/2018	Came and Company	Annual insurance renewal	101063	

Came and Company was previously agreed to be £280.00

(Prop: AN; Sec: LR) all in agreement.

- b.
 - Bank balances to 13th April 2018
 - Community Account £11,763.30
 - Business Premium £ 6,297.43
- c. To receive an update on the budget summary – There is no budget summary this year.

9. Updates from village committees & groups

- a. Village Hall Management Trustees. – none.
- b. GREEN project. – There are now 9 allotments in use, there are still more available.
- c. Footpath Group. – None.

10. Planning applications and other planning matters

- a. South Norfolk District Council. – None

- b. Broads Authority – BA/2018/0015/TPO this relates to Dunburgh House. – all in agreement.

11. Correspondence

- a. To note correspondence sent and received. Noted

Date of next parish meeting: Wednesday 11th July 2018, 7.30pm

There being no further business the meeting closed at 8.22pm

Signed: _____ (Chairman) 11th July 2018