



GELDESTON PARISH COUNCIL

Annual Meeting of the Parish Council

Minutes

Geldeston Village Hall

23rd May 2022 7.30 PM

Parish Councillors present: I. Ansell (chairman), J. Ashfield, J. Hayward, L. Rowntree, D. Shave and A. Wade.

Please note that the previous planned meeting ended after item 1 as the Councillors could not agree on the appointment of Chairman. Rescheduled the meeting when there was more Councillors able to attend. Due to timescales, we excluded some of the items on the agenda. These will be carried over to the next meeting.

1. To appoint a Chairman:

- a. The chairman was appointed as the existing Chairman, Cllr Ansell, was agreed (Prop: JA; Sec: JH) all in agreement.
- b. Chairman to sign the declaration of office for chairman - signed

2. To appoint a Vice Chairman: The Vice Chairman was appointed as the existing Vice-Chair, Cllr Ashfield was agreed. (Prop: JH; Sec: IA) all in agreement.

It was also noted that Cllr Wade had shown an interest in becoming the vice chair. It was agreed that he would be a Vice Chair in training.

3. Chairman's Welcome

- a. To receive apologies for absence. No absences were recorded. However, it was noted that Cllr Crowfoot was not in attendance.

- b. To receive declarations of interest other than those registered with South Norfolk District Council. – Cllr Rowntree acknowledged there is an outstanding payment for her, therefore declared an interest.
- c. To record the number of members of the public present. - None

4. Minutes of last meeting:

The minutes were approved after a slight amendment to item 5d. This was counter-signed by the chairman. The rest of the minutes were approved as being an accurate record. (Prop: JA; Sec: AW) all in agreement

5. Matters arising from last meeting and outstanding actions: *All these items were excluded from the meeting:*

- a. (July 5b) Cllr Ansell to update the dog bin map.
- b. (July 5b) Clerk to obtain prices for bins and emptying.
- c. (November 5b) Discuss the update on the Station Road fence and agree any action:
- d. The land in Kells Way, the issues with the football and the cars parking, Planning departments response
- e. 5b (March 2022) Provide a dog bin on the allotment site (Prop: IA; Sec: DS) 5 in favour one abstained.
Kells Meadow sign, No through Road. **Action Clerk** to ask for an additional sign check to see if it is Kells Meadow/Kells Way.
There are no white lines between Kells Way and The Street – no give way signs.
Action Clerk to check when the roads are going to be swept, by the Rangers.
- f. To discuss and agree the outstanding Barclays mandate.

6. Chairperson's report: There was no Chairmans report. However, the Chairman thanked everyone for their attendance.

7. New issues

- a. Reports from the County Councillors and District Councillors: None present
- b. Parish 10 - The meeting will be adjourned for public participation (maximum 10 minutes) for items to be discussed on the Agenda only – None present
- c. To receive an update on the Let's Play 21 project: The project team were unable to submit a report at this time. But had submitted a summary report for the Annual Parish Meeting.
- d. To discuss and agree the findings from the Internal Control Report, completed by Cllr Ansell – the findings were as expected – no issues. Well done to the Clerk.
- e. To discuss the Internal Auditor Report: The Internal Auditor report completed by Heelis and Lodge was a great positive report. The Auditor has acknowledged his

thanks to the Clerk for well set out Audit File. The very few items of recommendations will be easily corrected for the coming year. The Clerk has noted these and will implement.

- f. To note the AGAR internal Audit report: This was discussed and there being no issues.
- g. To agree Section 1 of the AGAR Annual Governance, page 4. The Annual Governance was discussed line by line. All agreed with the final document.
- h. To agree Section 2 of the AGAR Accounting Statement, page 5. This was also discussed and agreed.
- i. Issues from Councillors (for information only). Cllr Shave has requested that the Parish Council pay for the bill of the reed screening. The bill was for £54.95, to LL. This will be approved at the Finance section.
- j. Clerk's report: The Clerk reported that the Parish Council should be inspecting the play equipment on a regular basis, even though the equipment is new and under warranty. The Clerk stated that Norfolk Parish Training and Support offer playground inspection training. This may need to be considered.

8. Finance:

Geldeston Parish Council

Statement of Accounts @
20/5/22

GPC Community Account	19880.46
LP21 reserve account	<u>3380.02</u>
	<u>23260.48</u>

Payments between meetings	
Waveney Lower Yare	21.32
Norfolk PTS	87
Village Hall Trust	93.36
SNC dog bins	530.88
Admin	<u>282.43</u>
	<u>1014.99</u>

Payment at May meeting	
L Rowntree phone reimbursement	9.6
Heelis and Lodge internal audit	202.5
admin	<u>302.42</u>
	<u>514.52</u>

- a. To approve invoices for payment

The payments of £514.52 and the additional £54.95 were approved for paying. (Prop: IA; Sec: JH) all agreed apart from 1 abstained.

- b. To note Bank balances will be reported at the meeting: The bank balances are stated above.
- c. To note the approval of the bank reconciliations. Bank Reconciliations will be done on a quarterly basis.

Cllr Ashfield left the meeting

9. Updates from village committees & groups

- a. Village Hall Management Trustees. – no discussion
- b. GREEN project – no discussion
- c. Conservation Area – no discussion

10. Planning applications and other planning matters

- a. South Norfolk District Council.
2022/0832 15 West End, Demolish existing conservatory and replace with single storey side extension.
Recommend Approval all agreed.
- b. Broads Authority.

Update on previous applications. SNC updates

11. Correspondence:

Date of next parish meeting: 13th July 2022

Meeting closed 6.40pm

Signed: _____ (Chairman)

Dated: