

Claxton Parish Council

Minutes of Annual Parish Council Meeting held on Wednesday 08 May 2019 in Claxton Village Hall at 7.30pm

Parish Councillors (4) present:

Councillors Pat Clare (Chair), David Hamblin, Sarah Kennedy, Jason Cantrill

District Councillor: Councillor Vic Thomson

Also in attendance: Carla Petersen (Clerk)

Members of the public: 11

	Meeting started at 8.34 pm
19.42	To receive signed Declaration of Acceptance of Office forms from all Councillors. Received the signed Declaration of Acceptance of Office forms.
19.43	Election of Chairman and signing of Declaration of Office Resolved that Cllr Clare be elected Chair for the forthcoming year.
19.44	Election of Vice-Chairman and signing of Declaration of Office Resolved that Cllr Hamblin be elected as Vice-Chairman for the forthcoming year.
19.45	To receive and approve apologies for absence Cllr Mike Balmer a prior commitment.
19.46	To note updating of Register of Member Interest forms It was noted.
19.47	To note Election Expenses forms must be returned to SNC It was noted.
19.48	To appoint Members and representatives for village bodies and activities: The following were agreed for the forthcoming year: - <ul style="list-style-type: none"> o Village Hall liaison - Cllr Balmer o Church/churchyard – Paul Carter o Tree Warden - Sarah Carter o Footpaths and Green - Julia Kaye and Helen Balmer o Notice board - Clerk and Cllr Balmer o Pits Trust - All Councillors and David Bissonnet o Website – Clerk and Cllr Balmer
19.49	To receive any declarations of interest from Members & consider requests for dispensation. Chair declared an interest in a payment to be made in item 19.72.
19.50	To consider and adopt Draft Standing Orders dated May 2019 Resolved to adopt Draft Standing Orders dated May 2019.
19.51	To consider and adopt Draft Financial Regulations dated May 2019 Resolved to adopt Draft Financial Regulations dated May 2019.
19.52	To review Code of Conduct Policy Resolved to approve the amended Code of Conduct Policy.
19.53	To note asset register dated March 2019 The asset register had been circulated to Councillors prior to the meeting. It was noted.
19.54	To note insurance cover and agree the payment of the Insurance Premium The insurance cover had been circulated to Councillors prior to the meeting. It was noted. Resolved to pay the Insurance Premium.
19.55	To review expenditure incurred under s.137 of the Local Government Act 1972 Expenditure under s.137 had been circulated to Councillors prior to the meeting. It was noted.

19.56	To determine dates of Council meetings for the next year Resolved the dates of the Council meetings for the next year will be: 10 th July 2019, 11 th September 2019, 13 th November 2019, 15 th January 2020, 18 th March 2020 and 13 th May 2020 (Annual Parish & Annual Parish Council).
19.57	To agree banking arrangements for the year and to agree any changes to the nominated signatories It was noted that no changes were needed to the banking arrangements.
19.58	To note the Annual Internal Audit Report from the Internal Auditor The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted.
19.59	To consider and approve Section 1 (Annual Governance Statement 2018/19) of the Annual Return Section 1 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 1. Signed by Chairman and Clerk.
19.60	To consider and approve Section 2 (Accounting Statements 2018/19) of the Annual Return Section 2 of the Annual Return had been circulated to Councillors prior to the meeting. Resolved to sign Section 2. Signed by Responsible Financial Officer and Chairman.
19.61	To consider and approve Certificate of exemption (Annual Governance Statement 2018/19) Part 2 Resolved Claxton Parish Council was exempt from external audit for the year 2018/19 as its annual turn-over did not exceed £25,000 and Chairman authorised to sign. Certificate of Exemption signed by the Responsible Financial Officer and the Chairman. Clerk to email documents to PKF Littlejohn.
19.62	To approve minutes of Council meeting held on 20 March 2019 Minutes were approved and signed by the Chair.
19.63	Adjournment for Public Participation (15 Minutes allowed for) A parishioner enquired about the tree for Linda Clitheroe and William Driver. The Chair confirmed the tree will be planted at the back of the Village Hall so that it can be seen whilst looking out through the kitchen window. A parishioner requested an update from the last meeting regarding the hedge cutting at Claxton Manor. The Chair confirmed that the concerns had been passed onto Claxton Manor.
19.64	Reports from: <ul style="list-style-type: none"> • Parish Clerk – Drafted new Standing Orders and Financial Regulation Policies, sent through online VAT claim, completed end of year payroll, prepared year end accounts, updated asset register, reviewed insurance policy, made enquires regarding dog fouling, attended fourth Clerk training session, wrote a letter to Langley School regarding speeding traffic, wrote a letter regarding the blocked car parking space at The Warren, ordered memorial plaque and will prepare more documents for reviewing/adopting at the next meeting. <p>The Clerk tabled a list of correspondence which had been emailed or circulated to Councillors or received prior to the meeting. Items included:</p> <ul style="list-style-type: none"> • Norfolk ALC newsletter for March and April • Community Action Norfolk's newsletters • Clerk & Councils Direct May 2019 • County Councillor - Already received in Annual Parish Meeting. • District Councillor - Already received in Annual Parish Meeting.
19.65	To receive an update on Broadband at the Village Hall. Agree on a course of action. No update to receive. Resolved to carry forward to next meeting.
19.66	To receive an update on speeding and Langley School traffic. Agree on a course of action. Clerk had posted a letter to Langley School. No reply as yet. Agenda item for next meeting.
19.67	To receive an update on Claxton Corner Clerk has arranged for Mr Peter Thompson from Highways to attend a site meeting at Claxton

Corner on Thursday 09 May 2019. Chair will attend the meeting. Agenda item for next meeting.

19.68 To receive an update on dog fouling. Agree on a course of action.
 Clerk had contacted Ashby St Mary Parish Clerk who had confirmed that they do not have a dog fouling problem. Clerk had contacted South Norfolk Council regarding the extra cost for another dog bin to be emptied. The price for 2019/20 would be £106.80 for twice weekly emptying or once a week emptying £71.85 per annum. The cost of a dog bin excluding fittings is approximately £90. Discussions took place about relocating the existing dog bin. Cllr Thomson to look into the possibility of a grant towards a new dog bin. Agenda item for next meeting.

19.69 To receive an update on the shared Vehicle Activated Speed Sign (SAM2)
 Clerk confirmed that there had been a slight delay in the funding coming through however will keep chasing them up. Resolved to approve the payment of £837.50 + VAT for the SAM2 as payment could become due before the next meeting.

19.70 Planning:

DATE	SOURCE	APPLICATION NUMBER	LOCATION	PROPOSAL	APPLICATION TYPE	RESULT
DECISIONS						
11/04/19	SNC	2019/0764	SALIX, THE STREET, CLAXTON	NON-MATERIAL AMENDMENT - REDUCE SIZE OF EXTENSION	FULL	APPROVED
APPLICATIONS						
20/02/19	SNC	2019/0393	THE BEECHES, THE STREET, CLAXTON	DEMOLITION OF EXISTING REAR LEAN-TO EXTENSION AND REPLACE WINDOWS	FULL	DECISION PENDING
20/02/19	SNC	2019/0394	THE BEECHES, THE STREET, CLAXTON	AS ABOVE	LISTED BUILDING CONSENT	DECISION PENDING

19.71 Highways:

- Clerk advised Highway Rangers will be coming soon. The following Highway works were agreed upon:- pot hole in Folly Lane, 3 culverts to be cleared in Folly Lane and signs to be cleaned. Clerk to action.

19.72 Finance :

To note the bank balance as at 03 May 2019 - £4515.71

To note receipts – 1) Precept 24/04/19 £2167.88

2) HMRC VAT Reclaim 03/05/19 £561.22

To note grants - None

To approve payments.

All expenditure approved, Cllr Hamblin and Cllr Cantrill signed the cheques. BACS payments noted.

Payee	Value	Description
C Petersen	£78.46	Study hours March 2019
Zurich Municipal	£149.83	Insurance
C Petersen	£180.58	Mileage, memorial plaque, study hours April 2019
MKC Building and Landscaping	£37.80	Railway sleepers
Adepta	£60.00	Internal Audit
Loddon Garden & DIY	£425.00	Grass cutting
M A Balmer	£21.10	Printing costs for newsletter
P Clare	£147.36	Village sign expenses
Broadband Wherever	£24.95	Monthly service April 2019
C Petersen	£187.97	Salary & home office March 2019
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Total	£1501.02	

To receive Statement of Accounts for year ending 31/03/19.

Clerk circulated the report prior to the meeting and it was noted.

19.73	To receive updates from individual Council Members (for information only) None.
19.74	To receive any items for inclusion on the next agenda (for information only) Broadband, Langley School traffic, Claxton Corner, dog fouling, vehicle activated speed sign
19.75	To confirm date and time of the next Parish Council Meeting as Wednesday 10 July 2019 in Claxton Village Hall Confirmed.
	The meeting closed at 9.12 pm