## Minutes of Annual Parish Council Meeting held on Thursday 19 May 2022 at 8.35pm in Claxton Village Hall

## (Subject to amendment until signed by the Chair at the next meeting)

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| Parish Councillors (3) present | David Hamblin, Mike Balmer, Jason Cantrill |
| County Councillor | None |
| District Councillor | Vic Thomson had attended the earlier APM |
| Also in attendance | 0 - Cllr Balmer acted as Clerk |
| Members of the public (MOP) | 4 |

## 22.36 To elect Chair and sign Declaration of Acceptance of Office

Resolved that Cllr David Hamblin be re-elected as Chair. Proposed by Cllr Balmer and seconded by Cllr Cantrill. Declaration of Acceptance of Office form signed.

## 22.37 To elect Vice-Chair and sign Declaration of Acceptance of Office

Resolved that Cllr Mike Balmer be elected as Vice-Chair. Proposed by Cllr Cantrill and seconded by Cllr Hamblin. Declaration of Acceptance of Office form signed.

## 22.38 To receive and approve apologies for absence

Cllr Jos Harwood had sent her apologies for an absence due to being away from Claxton.

## 22.39 To receive any declarations of interest from Members & consider requests for dispensations

None.

## 22.40 To consider the Internal Audit Report prepared by the Internal Auditor and its recommendations. Agree upon any course of action. To resolve to formally appoint Acting Parish Clerk as Proper Officer and Responsible Financial Officer of the Council, until such time as a permanent successor starts.

## Resolved to accept the report as tabled and to appoint Acting Parish Clerk as Proper Officer and RFO.

## 22.41 To note the Annual Internal Audit Report 2021-22

## The Annual Internal Audit Report had been circulated to Councillors prior to the meeting. It was noted.

## 22.42 To consider and approve Section 1 (Annual Governance Statement 2021-22) of the Annual Return

## Resolved to sign Section 1. Signed by Chairman and Clerk.

## To consider and approve Section 2 (Accounting Statements 2021-22) of the Annual Return

## Resolved to sign Section 2. Signed by Responsible Financial Officer and Chairman.

## To consider and approve Certificate of Exemption (Annual Governance Statement 2021-22)

## Resolved Claxton Parish Council was exempt from external audit for the year 2021-22 as its annual turn-over did not exceed £25,000 and Chair was authorised to sign. Certificate of Exemption signed by the Responsible Financial Officer and the Chair. Clerk to email document to PKF Littlejohn.

## To approve minutes of Parish Council meeting held on 5 April 2022

## Proposed by Cllr Cantrill and seconded by Cllr Hamblin.

## Adjournment for Public Participation (15 minutes allowed for)

## One MOP raised the appearance of markings on Church Lane around particular potholes and other areas of damage, and asked whether this suggested some action was imminent. The Clerk had seen these the day before and believed this was correct. Another MOP drew attention to the very overgrown nature of the footpath past Burtons Farm across to Hellington. It was suggested other footpaths were equally impassable but none were identified. It was agreed that the Clerk would ask Claxton Manor to cut back the footpaths on their land.

## 22.47 To receive a report from Parish Clerk

He had assembled the end-year Accounts paperwork, dropped it off on the Internal Auditor and collected it the next week, chased SNC about the Jubilee grant of £200, which was still awaited, contacted various village organisations about contributions to the Annual Parish Meeting, despatched the contract to the new Clerk and received signed copies back, which were with the Chairman. He had also started work on Handover Notes, drafted a Spring newsletter and delivered it to the village. Lastly he had informed Election Services at South Norfolk about Susi Catchpole’s resignation, and advertised the vacancy on boards and the website.

**22.48 To receive a report from District Cllr Vic Thomson**

Cllr Thomson had delivered his report to the earlier Annual Parish Meeting.

**22.49 To receive a report from County Cllr Kay Mason Billig**

There had been no recent news from Cllr Billig. It had been hoped a Thursday meeting would allow her to attend, as on Wednesdays she chaired Loddon PC meetings. If she cannot make meetings, the Clerk will encourage her to send reports which can be publicised in the village.

## 22.50 To note insurance cover and agree the payment of the Insurance Premium

## Resolved to approve the annual premium payment to the existing insurance provider. See Payment Schedule below.

## 22.51 To agree banking arrangements for the year and to agree any changes to the nominated signatories

## Resolved that no Councillor Bank Mandate changes were necessary once the new Clerk took over.

**22.52 To consider the need for enhanced speed watch capability and agree any follow-up action**

The Chair noted that Cllr Harwood was leading on this issue, but confirmed that they were considering setting up a Speed Watch team in Claxton, which would need a minimum of 6 volunteers, for around an hour each week. The more volunteers the less time each needed to spend.

**22.53 To consider the need for a second dog-bin, and its possible location. Agree any follow-up action**

## Councillor Cantrill spoke to this, believing that a second bin at the bottom of Mill Lane on The Warren would encourage more dog walkers to dispose of their dog waste appropriately. A majority of Councillors supported the proposal which was therefore agreed. The Clerk confirmed that once a location was agreed, it would need to be approved by South Norfolk Council. Claxton PC would need to procure the bin and the cost would be double the current cost (ie around £220 a year for two).

## To consider whether to change the meeting day from Wednesday to Tuesday, in part to facilitate meetings of the Pits Trust immediately beforehand

Cllr Balmer said that there were two reasons for the proposal. One was Pits Trust meetings. The other that Wednesday was a very busy day for the Village Hall, who currently had two regular bookings back to back in the evening. Tuesday was a traditionally less popular day. After a short discussion the proposal was agreed. The Clerk will change the dates on the Calendar and the website.

## 22.55 Planning:

* **To receive new planning applications and make comment**

None.

* **To receive results and updates on outstanding applications**

None.

## 22.56 Highways:

## To receive a report on outstanding highways issues

The Church Lane markings, reported earlier. The poorly pollarded willows on the stretch from the Manor to Claxton Corner. After discussion the Clerk was asked to write to Highways copying in the County Councillor and Parish Councillors.

## 22.57 Finance:

## To receive the income and expenditure figures as at 19 May 2022 - they were noted.

## To note the bank balance as at 19 May 2022 - £7,483.89

## To note receipts since the last meeting -

## South Norfolk Council - Precept (first half) - £2,375.50

## HMRC - VAT reclaim 2021-22 - £167.91

## Claxton Mill Residents Assoc - Soakaway Licence 2020-21 - £97.23

## To note any grants made - None

## To approve payments

All expenditure approved. Proposed by Cllr Cantrill and seconded by the Chair.

Payee Value Description

Catherine Moore \*\*\* £ 50.00 Internal Audit service for 2021-22

Zurich Municipal £ 175.21 Liability insurance 2022-23

Claxton Village Hall £ 240.00 Annual broadband grant

M A Balmer £ 172.78 Expenditure claim

Loddon Garden & DIY £ 447.96 Grounds Maintenance Part 1

Norfolk PTS £ 50.00 2022-23 Membership

South Norfolk Council £ 132.72 Dog-bin annual charge 2021-22

**Total £ 1,268.67**

\*\*\* paid in April under Financial Regulations dispensation

## 22.58 To receive updates from individual Council Members (for information only)

## None.

## 22.59 To receive any items for inclusion on the next agenda (for information only)

## None.

## 22.60 To confirm date of the next Parish Council Meeting as Tuesday 19 July 2022 at 7.30 pm in Claxton Village Hall.

Confirmed.

**22.61** The Chairman closed by paying tribute to Paul Wright, a long-term resident who had passed away the previous day. He had served the village well over the years, being a Parish Councillor for 12 years from 2003 to 2015 when he stepped down through ill-health. It was confirmed he would be buried in the churchyard, further details not yet known.

The meeting closed at 9.11pm.