## Minutes of Parish Council Meeting held on Tuesday 18th October 2022 at 7.30pm in Claxton Village Hall

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

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| Parish Councillors (4) present | David Hamblin, Mike Balmer, Jason Cantrill, Jos Harwood |
| County Councillor | None |
| District Councillor | Vic Thomson  |
| Also in attendance | Charlotte Rust – Parish Clerk |
| Members of the public (MOP) | One |

**22.80 A minutes’ silence to be observed in remembrance for HM Queen Elizabeth II.**

 Observed.

**22.81 To receive and approve apologies for absence.**

None.

**22.82 To receive any declarations of interest from Members & consider requests for dispensation. Members are invited to declare Disclosable interests and other interests in items on the agenda as required by the Claxton Parish Council Code of Conduct for Members and by the Localism Act 2011.**

None.

**22.83 To approve the minutes of the Parish Council meeting held on 19 July 2022.**

Approved.

**22.84 Adjournment for Public Participation (15 minutes allowed for). This provides an opportunity for members of the public to raise questions about and comment on items on the agenda before the Council make decisions.**

A member of the public mentioned that Claxton Corner is still an issue due to how dangerous it is.

* 1. **Reports from:**

**22.85.1 Parish Clerk**

Clerk provided her report, which covered correspondence and her attendance of NPTS Autumn Seminar.

**22.85.2 District Councillor, Cllr Vic Thomson**

* Cllr V Thomson confirmed the date of SNC move to Broadland area from Long Stratton as of 7th November 2022.
* There is an Energy Rebate which is of interest, which the Chair and Clerk are to look into.
* SNC are launching an app ‘SN Bins’, where residents can check their bins have been emptied, report any issues and see changes to their bin collection times over holiday periods etc.
* Bird Flu is hitting Norfolk at the moment so SNC are asking residents to be mindful if they have birds.
* Cllr J Harwood raised an issue on the use of Smart Meters in Claxton, as there is no data communications network coverage in the area.
* Cllr J Harwood raised the issue that the electricity supply cables into the properties in the village, particularly the older ones, may not support the future needs i.e. non fossil fuel heating systems. Cllr V Thomson mentioned that the emphasis is on insulation including retrofitting for older properties.
* Cllr D Hamblin requested Cllr V Thomson to confirm the process on Recycling. Items in the recycling bins are taken to the recycling plant where all items are recycled unless the items in the bin have been contaminated (e.g. with used nappies etc).
* Cllr D Hamblin mentioned Claxton Parish Council has not been visited by the County Councillor in over a year and has not been receiving regular update reports. Cllr D Hamblin to contact County Councillor inviting her to a future meeting.
* Cllr V Thomson left at 20.02pm to attend another Parish Council meeting.

**22.85.3 County Councillor, Cllr Kay Mason-Billig**

None.

* 1. **To receive an update from the Play Area Sub-Committee and agree a course of action.**

Cllr D Hamblin attended the Play Area Sub-Committee meeting. Committee received responses from sixty-four dwellings, sixty-three of which were in favour of the play area, with one dwelling opposed due to concerns re potential loss of area for football. The Play Area committee are fully aware of this and will accommodate an area for football in their plans. The Committee are now obtaining costs, plans, budgets etc to move forward with the project. Cllr D Hamblin to provide updates to the Parish Council until the Committee are ready for funding/grant assistance.

* 1. **To consider the Community Speed Watch initiative and agree any follow-up action.**

Cllr J Harwood is in the process of obtaining completed forms from participants, two/three of which have agreed to do on a regular basis.

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

The Parish Council agreed to revisit this item, once the play area item is further along in its progress as the likely location of a dog bin would be not too far away from the agreed location of the play area, and this would have to be handled sensitively.

* 1. **To consider whether to introduce a wild patch at the Village Hall and agree its location.**

This item is to be discussed at November meeting. Cllr D Hamblin to invite resident, who made the suggestion to the meeting.

* 1. **To consider SAAA 2022 Opt-out for arranging external audit.**

All Cllrs in agreement not to opt-out and with SAAA to appoint external auditors.

* 1. **To update on EVCP from SNC.**

Cllr D Hamblin attended Village Hall meeting, to clarify actions taken by the Parish Council so far. Clerk had not received any further updates since providing the Village Hall as a possible location.

* 1. **To discuss the boundary trees impinging the available space in the Village Hall Car Park.**

Issue was raised due to lorries driving over the septic tank area to empty the bottle banks due to the overhanging trees. Cllr D Hamblin, liaising with the Clerk, to reach out to two contacts to obtain quotes for cutting back the overhanging branches and hedges (please see item 22.93)

* 1. **To discuss the trimming of the hedges in the Village Hall Car Park.**

Please see item 22.92.

* 1. **To discuss the signing of the Civility and Respect Pledge.**

All Cllrs in agreement to sign the Pledge. Clerk is to action the next steps.

* 1. **To discuss potential training courses for Clerk to attend.**

All Cllrs in agreement for Clerk to attend Data Protection, Council Finance and Budget courses. Clerk to book her place on each course.

* 1. **To discuss policy for shared costs between Claxton Parish Council and Rockland St Mary with Hellington Parish Council for Clerk training.**

All Cllrs in agreement to have a written agreement between the two Parish Councils. Clerk to write up a formal agreement for review and approval.

* 1. **Planning:**

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

None.

**22.97.2 To receive the results and updates on any outstanding applications**

None.

* 1. **Highways:**

**22.98.1 To receive a report on any highways issues outstanding**

Two issues were raised by a member of public to Cllr J Harwood:

* Kerb side stones outside a residence.
* Sunken road, which has recently been newly laid.

Both issues have been raised to Highways by the Clerk.

Cllr J Harwood notice a partly concealed iron work cover, which has been raised to Highways by the Clerk.

* 1. **Finance:**

**22.99.1 To receive a Statement of Accounts as at 18th October 2022**

Provided.

**22.99.2 To note the bank balance**

Bank balance as of 18th October 2022 is £7,278.12.

**22.99.3 To note any receipts**

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| **Date** | **Receipts** | **Amount** |
| 30/09/22 | September Precept Payment | £2,375.50 |

**22.99.4 To note any grants**

None.

**22.99.5 To approve payment of invoices and other expenses received since last meeting (see payment schedule)**

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| **Date** | **Payment** | **Amount** |
| 18/10/22 | Charlotte Rust August Expenses | £58.93 |
| 18/10/22 | Charlotte Rust September Expenses | £32.39 |
|  | **Payments made outside of meetings** |  |
| 20/07/22 | Replacement pads | £74.94 |
| 27/07/22 | Clerk Salary and expenses 1-31 July 2022 | £233.96 |
| 30/08/22 | Clerk Salary 1-31 August 2022 | £203.28 (paid by Standing Order) |
| 21/09/22 | NPTS – Clerk attendance to the Autumn Seminar | £26.00 |
| 28/09/22 | Clerk Salary 1-30 September 2022 | £203.28 (Paid by Standing Order) |
| 30/09/22 | ICO (GDPR) | £35.00 (Paid by Direct Debit) |

**22.100 To receive updates from individual Council Members (for information only).**

None.

**22.101 To receive any items for inclusion on the next agenda (for information only).**

* To provide quotes for trees and hedges.
* To provide an update on any progress on the play area.
* To discuss budget/precept for 2023/24.
	1. **To confirm date and time of the next Parish Council Meeting as Tuesday 15th November 2022 at 7.30pm in Claxton Village Hall.**

Confirmed.

The meeting closed at 20.56pm