## Minutes of Parish Council Meeting held on Tuesday 15th November 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) | Two |

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

None.

* 1. **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.

* 1. **To approve the minutes of the Parish Council meeting held on 18 October 2022.**

Approved.

* 1. **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 raised a number of queries in relation to the Village Hall as they are keen to establish a wild patch, to increase the bio-diversity within the area and potentially to use as a learning tool for young children who attend the Community Café. They enquired as to who owns the Village Hall grounds - Claxton Parish Council own the land in front of the fence boundary and are responsible for the management of the grounds. Claxton Manor owns the strip at the rear from the end of the fences across to behind the container.

They suggested planting Crocus and Snowdrops under the Oak tree and Bluebells under the hedge.

It was also suggested planting a natural hedge along the boundary line behind the Village Hall in conjunction with the current fence.

The area to the side of the Village Hall could be left to grow during the summer months, as a test to see what wildlife it may bring.

Please see item for Parish Council response 22.110.

A member of the public raised their concerns over the management and maintenance of this suggestion, partly because a memorial tree planted behind the Hall had died through under-watering during periods of extreme high temperatures. The Chair acknowledged these concerns.

* 1. **Reports from:**
		1. **Parish Clerk**

The Parish Clerk gave their report:

* Attendance at Budget and Data Protection training.
* Details of the Local Government pay increase.
* Forwarding of all correspondence.
	+ 1. **District Councillor, Cllr Vic Thomson**

Cllr V Thomson provided an overview of his report covering:

* Assistance is available for energy bills/cost-of-living.
* SND promoting Broadly Active.
* Parish Councils to receive updated Electoral Register in preparation for Elections May 2023.
* There have been some changes to the boundaries for Constitutes, these do not affect Claxton Parish.
* Bird Flu continues to spread across Norfolk.
* Support for Adult Learning available.
* Nutrient Neutrality is ongoing.
* Recycling Centre near Harford continues to be a success.
* Business Awards are taking nominations.
* Warm Spaces now include pubs, so they may be eligible for certain grants.
* Cllr V Thomson has some residual grant money available until December for local projects.
	+ 1. **County Councillor, Cllr Kay Mason-Billig**

None provided.

* 1. **To agree on Claxton Parish Meeting dates for 2023.**

Agreed, the third Tuesday bi-monthly. Cllr J Harwood mentioned that May could pose an issue, Clerk to look into dates as May meetings could be affected by the Elections.

* 1. **To discuss preparing Claxton Parish Council’s budget for 2023.**

Clerk went through figures with all Cllrs, following amendments were made:

* Cllr M Balmer notes a couple of blank areas which were rectified.
* Removal of funds ear-marked for Elections 2023.
* Clerk’s travelling expenses increase to £50.00.
* Increased budget for Village Hall hire.
* Parish Council to decide the amount of reserves to bring forward into 2023/24 budget.

The budget will be fully approved in January 2023.

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

Please see item 22.106.

All Cllrs were in agreement to purchase Crocus and Snowdrop bulbs to plant under the Oak tree and purchase a tree, possibly Rowan. Clerk to compose a letter to member of the public, which she will forward to all Cllrs for approval.

* 1. **To receive an update from the Play Area Sub-Committee.**

Ongoing. The Chair recommended the working group obtain 3 quotes for play ground equipment to gain an understanding of costs involved.

* 1. **To receive an update on the Community Speed Watch initiative.**

Ongoing, with Cllr J Harwood to chase outstanding forms.

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

No update received from SNC.

* 1. **To discuss plans to upgrade/maintain the Village Hall Car Park.**

The decision was taken to review this at January’s meeting.

* 1. **To approve quote for the boundary trees impinging the available space and trimming of the hedges in the Village Hall Car Park.**

The Chair is to chase quotes and this is to be reviewed at January’s meeting.

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

Clerk advised the Parish Council that Rockland St Mary with Hellington Parish Council had requested an amendment regarding travel costs. All Cllrs were in agreement of this amendment and the Chair signed. Clerk is to have Rockland St Mary with Hellington Parish Council Chair sign at their next meeting.

* 1. **Planning:**
		1. **To receive any new planning applications and make comment.**
			1. **2022/1973 –** **Removal of balcony, alterations to windows and 2 No. single storey extensions.**

The Clerk had emailed all Cllrs regarding this planning application and there were no comments.

* + 1. **To receive the results and updates on any outstanding applications.**

None.

* 1. **Highways:**
		1. **To receive a report on any highways issues outstanding.**

None.

* 1. **Finance:**
		1. **To receive a Statement of Accounts as at 15th November 2022.**

Given.

* + 1. **To note the bank balance.**

£6,983.52.

* + 1. **To note any receipts.**

None.

* + 1. **To note any grants.**

None.

* + 1. **To approve payment of invoices and other expenses received since last meeting (see payment schedule).**

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| **For approval:** | **DATE** | **EXPENDITURE** | **PAYMENT METHOD** | **TOTAL** | **VAT** |
| Charlotte Rust | 16/11/22 | Clerk Expenses and WFH Allowance - October | BACS | £32.39 | NIL |
| Charlotte Rust | 16/11/22 | Clerk Expenses and WFH Allowance - November | BACS | £32.39 | NIL |
| Charlotte Rust | 16/11/22 | Clerk back-dated salary - June to October 22 | BACS | £86.65 | NIL |
| NPTS | 16/11/22 | Clerk Training - Budgeting, Data Protection and Understanding Council Finance (Invoice split 50/50 with RSMwH) | BACS | £60.40 | NIL |
| Loddon Garden & DIY | 16/11/22 | 2nd payment for Grass Cutting | BACS | £447.96 | £74.66 |

* + - 1.
	1. **To sign letter to Barclays requesting amendment to the Standing Order for Clerk’s salary increase.**

Cllr D Hamblin and Cllr M Balmer signed, with agreement from all Cllrs.

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

Cllr M Balmer advised the Parish Council that Claxton did not qualify for the Household Grant they applied for.

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

Desilting programme.

* 1. **To confirm date and time of the next Parish Council Meeting as Tuesday 17th January 2023 at 7.30pm in Claxton Village Hall.**

The meeting closed at 9.03pm.