## Minutes of Parish Council Meeting held on Tuesday 17th January 2023 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 (3) presentAbsence | David Hamblin, Mike Balmer, Jason CantrillJos Harwood |
| County Councillor | Kay Mason-Billig |
| District Councillor | Vic Thomson  |
| Also in attendance | Charlotte Rust – Parish Clerk |
| Members of the public (MOP) | None |

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

Approved.

**23.02 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.

**23.03 To approve the minutes of the Parish Council meeting held on 15 November 2022.**

Approved and signed by Chair.

**23.04 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.**

None.

**23.05 Reports from:**

**23.05.01 Parish Clerk**

Clerk gave their report.

* + Policies – Schedule and number of policies to be reviewed by Clerk. Clerk to update Parish Council on findings.
	+ Training – End of year finances course, all Cllrs agreed for the Clerk to attend in line with the Shared Training Costs Agreement with Rockland St Mary with Hellington Parish Council.
	+ Laptop – Clerk made the Parish Council aware that the laptop is quite slow. Cllr M Balmer suggested taking the laptop for a clean up and Cllr D Hamblin suggested utilising a cloud storage system. Clerk to research both and report back.

**23.05.02 District Councillor, Cllr Vic Thomson**

Cllr V Thomson provided an overview of his report:

* + Get Healthy initiative.
	+ SNC are making significant savings from their move from Long Stratton to Broadland. SNC looking into areas where to utilise these funds.
	+ Warm rooms/hubs are available across Norfolk throughout Winter.
	+ Libraries offering feminine hygiene packs, essential packs (toothbrush/toothpaste etc).
	+ Welfare System – help is available to those who are unsure on how to use the welfare system.
	+ Buses – for the first quarter of 2023, an adult single is £2.
	+ Be winter ready – make sure your cars have blankets, food, screen wash, torch in the event of being caught in bad weather.
	+ Elections – to cast your vote at a polling station, you will need to produced photo ID. You can cast your vote via post with no ID requirement.
	+ Nutrient Neutrality – SNC along with 4 other Councils and Anglian Water are forming a company (to be in writing by Spring 2023) to cover the large area of aspects covering this item. There is mitigation for overnight properties being built, which may result in a cost to the developers. Potential assistance for those with Septic Tanks to change over to Packaged Treatment Plans as part of mitigation. Cllr J Cantrill suggested that advertising two areas of the mitigation would prove successful for candidates coming forward. Cllr V Thomson to keep the Parish Council updated.
	+ Cllr V Thomson left the meeting at 20:00pm.

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

Cllr K Mason-Billig provided an overview of her report:

* + Avian Flu is still in Norfolk, the latest case reported on 10th January 2023.
	+ Maths courses are available for adults.
	+ Highways are reviewing the spraying of edges across South Norfolk and how this is done. Cllr K Mason-Billig to update the Parish Council.
	+ NCC have proceeded with the County deal of a directly elected leader. There will be a 6-week consultation period starting Monday 6th February 2023 for those who wish to make comments. The final decision being made December 2023.
	+ Cllr M Balmer raised the issue of potholes in the Claxton and surrounding area.
	+ Cllr D Hamblin requested Cllr K Mason-Billig to chase outstanding Highways issues – ENQ900215468 and ENQ900220965.
	+ Cllr D Hamblin asked Cllr K Mason-Billig for reports on a regular basis.
	+ Cllr K Mason-Billig left the meeting at 20:00pm.

**23.06 To approve Claxton Parish Council’s budget/Precept for 2023.**

Precept of £5,400.00 was approved. Clerk to complete necessary paperwork and send to SNC. Cllr M Balmer will publish his Precept article as per previous years.

**23.07 To receive an update on the Wild Patch initiative.**

Cllr J Cantrill and Cllr D Hamblin have been liaising with Claxton Manor regarding the boundary edge for proposed hedge and drawing up paperwork for parishioner to sign.

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

Cllr D Hamblin provided the Parish Council with a quote for proposed equipment for the play area. The Play Area Sub-Committee to review and discuss quote before requesting further quotes for comparison.

Cllr D Hamblin to discuss proposed area and potential drain issue with Cllr V Thomson.

Cllr M Balmer asked for clarification on two conditions in the quotation, regarding storage and the provision of utilities. Cllr D Hamblin confirmed these were required during the construction phase only.

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

Clerk provided update in Cllr J Harwood’s absence. Those who have submitted forms are to look out for an email from the Community Speedwatch/Road Safety Camera department with details of training. There is a team of volunteers but would welcome further volunteers.

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

None.

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

Cllr D Hamblin unable to obtain a comparison quote. Clerk to refer to the Tendering Policy for further guidance.

**23.12 Chair to sign Civility and Respect Certificate.**

Signed.

**23.13 To approve revision of Claxton Data Audit.**

Approved.

**23.14 Planning:**

**23.14.01 To receive any new planning applications and make comment.**

None.

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

None.

**23.15 Highways:**

**23.15.01 To receive a report on any highways issues outstanding.**

ENQ900220565 – Potholes: This problem has already been reported and action identified to resolve the issue - It is likely that the defect was identified as part of our routine scheduled inspections and already prioritised for repair. Works have been programmed to repair the pothole at this location Defect has already been identified and prioritised for repair.

Clerk to update Cllr J Harwood on the claim system for car damage due to potholes.

**23.16 Finance:**

**23.16.01 To receive a Statement of Accounts as at 17th January 2023.**

Given.

**23.16.02 To note the bank balance.**

£5,999.84 as of 17th January 2023.

**23.16.03 To note any receipts.**

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| **DATE** | **INCOME** | **TOTAL** |
| 23/12/22 | Mini Recycling Payment | £100.00 |
| 17/01/23 | RSMwH Printing Expenses: Sept 22- Jan 23 | £15.00 |

**23.16.04 To note any grants.**

None.

**23.16.05 To approve payment of invoices and other expenses received since last meeting.**

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| **DATE** | **EXPENDITURE** | **TOTAL** | **VAT PORTION** |
| 17/01/23 | Clerk Expenses and WFH Allowance – December  | £26.00 | NIL |
| 17/01/23 | Clerk Expenses and WFH Allowance – January  | £32.39 | NIL |
| 17/01/23 | Correction for amended SO in November  | £17.33 | NIL |
| 28/12/22 | December Salary | £220.61 |  |
| 30/01/23 | January Salary | £220.61 |  |

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

Cllr M Balmer confirmed the update to the website was successful.

Cllr M Balmer has collected the shared SAM2 from Langley with Hardley Parish Council (LwHPC) who have not yet identified anyone to take over management of the device. It will therefore stay in Claxton until the end of March at the earliest, depending on a LwH representative being appointed.

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

Update on play-area. Cllr M Balmer asked that EVCP not appear on the agenda until further updates are received from SNC.

**23.19 To confirm date and time of the next Parish Council Meeting as Tuesday 21st March 2023 at 7.30pm in Claxton Village Hall.**

Agreed.

The meeting closed at 20:43pm.