**Claxton Parish Council**

## Minutes of Parish Meeting held on Tuesday 21st November 2023 in Claxton Village Hall

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

**Parish Councillors present** David Hamblin (Chair), Sue Wallis-Garcia, Andrew Mussell, Adrian Gidlow

**Absence** Jos Harwood (Vice-Chair)

**County Councillor** Vic Thomson

**District Councillor** None

**Also in attendance** Charlotte Rust – Parish Clerk

**Members of the public (MOP)** Four

**23.94 Welcome from the Chair.**

Chair D Hamblin welcomed the Cllrs and all in attendance to the meeting.

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

The Parish Council received Cllr J Harwood’s apologies.

**23.96 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.

**23.97 To approve the minutes of the Parish Council meeting held on Tuesday 19th September 2023.**

Cllr A Gidlow proposed for Cllr D Hamblin to sign the minutes, seconded by Cllr A Mussell.

**23.98 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 parishioner enquired as to whether the Parish Council were appointing its regular auditor, the Clerk confirmed that the Parish Council has appointed another auditor for 23/24 AGAR.

A parishioner enquired if there was an updated Action Plan for the Parish Council. The Clerk confirmed the updated version for 2023-2027which is now on the website.

**23.99 Reports from:**

**23.99.01 District Councillor, Cllr Vic Thomson.**

Cllr V Thomson provided an overview of his report, covering the points below. A copy of his full report will be available on the Parish Council website:

* Town and Parish meetings are now being held regularly.
* Nutrient Neutrality.
* Flooding.
* Grants available.
* Fibre broadband – in the coming months there will be several providers offering this service in the South Norfolk area.

Cllr D Hamblin asked if there are any suitable grants the Parish Council can apply for to fund the fencing for The Warren, due to the safety issue of children playing on this area. Cllr V Thomson is to report back to the Parish Council with his findings.

**23.99.02 County Councillor, Cllr Kay Mason-Billig.**

Cllr D Hamblin raised the ongoing frustration at not receiving any report from the County Councillor.

**23.99.03 Parish Clerk.**

The Clerk provided an overview of her report:

* Forwarded all relevant correspondence.
* Worked on the 2024/25 budget.
* Working on R C Snellings and Alan Boswell grant application for the Play Area.
* Confirmed Parish Council meeting dates for 2024:
  + 16th January
  + 19th March
  + 21st May
  + 16th July
  + 17th September
  + 19th November
* Winter Pressure and Pride in Place grants – the Clerk is to forward the information to the Community Café for the Winter Pressure grant and liaise with the Play Area Working Group for the Pride in Place grant.

**23.99.04 Speed Watch Team, Cllr J Harwood.**

None.

**23.99.04.01 SAM2 update.**

The website continues to be updated with the SAM2 figures captured.

**23.100 Matters arising from September’s meeting:**

**23.100.01 To receive an update on the Play Area.**

The Play Area Working Group provided an update regarding the grants it has applied for, and the funds raised so far - £1,800.00 from local fundraising events and £10,000.00 grant from the Pits Trust.

The Clerk is to provide the working group with an electronic cashbook to record payments/expenditure, which is essential for accountability and the Chair reiterated the importance of banking funds promptly and regularly.

A suggestion was made about the Parish Council obtaining Charitable Status to assist with grant funding however setting up a new charitable trust may be another option.

**23.100.02 To approve fencing quote.**

The Parish Council is meeting with the Pits Trust, later this month, to discuss options to have the fencing installed as a matter of priority. The Clerk is to send a letter to the Pits Trust before the meeting is held.

A vote was taken to approve Norfolk Prestige’s quote for tubular bar railings of £6,725.00 – this was approved with the Parish Council voting unanimously.

The Chair raised the possibility of putting the decision on the precept to the village but this had no support.

In the event the grant from the Pits Trust cannot be released early, the Parish Council took a vote to cover the cost of the fencing to the 2024-25 precept. The 2025-26 precept would revert as before. This was approved with the Parish Council voting unanimously.

**23.100.03 To discuss child safety on The Warren.**

Deferred until January’s meeting.

**23.100.04 Health and Safety Assessment.**

Deferred until January’s meeting.

**23.100.05 To approve Daffodils being planted.**

Deferred until January’s meeting.

**23.100.06 To discuss a 20mph limit within the village.**

Deferred until January’s meeting.

**23.100.07 To approve Grass Cutting Bid for Jan 2024.**

Cllr D Hamblin proposed to award the contract to Loddon Garden and DIY, seconded by Cllr A Mussell.

**23.101 Correspondence:**

**23.101.01 SNDC review of Polling Districts and Places 2023-24.**

No comments.

**23.101.02 Dredging of Hellington and Carleton Becks.**

The Clerk confirmed that the Environmental Agency are doing works in the Loddon/Claxton area now and the Hellington and Carleton Becks will be dredged by the end of November.

**23.101.03 Biodiversity Policy and Action Plan.**

Paul Carter provided the Parish Council of items to be reviewed and potentially added to the Action Plan. The Chair asked Cllr S Wallis-Garcia to lead on biodiversity, as he felt she was best placed to do so, and she agreed. Cllr S Wallis-Garcia will liaise with Paul on the Parish Council’s behalf.

**23.102 Policies:**

**23.102.01 To review the following policies:**

**23.102.01.01 Lone Home Worker Policy.**

**23.102.01.02 Risk Assessment and Management Policy.**

**23.102.01.03 Standing Orders.**

**23.102.01.04 Training and Development.**

Cllr A Mussell proposed to approve polices listed in minutes 23.102.01.01-04, seconded by Cllr S Wallis-Garcia.

**23.103 Planning:**

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

None.

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

None.

**23.104 Highways:**

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

None.

**23.105 Finance:**

**23.105.01 Budget 2024/25.**

To be amended upon the outcome of the Parish Council’s meeting with the Pits Trust in November and to be agreed at January’s meeting.

**23.105.02 To sign debit card paperwork.**

Cllr A Mussell proposed the Chair sign the paperwork, seconded by Cllr S Wallis-Garcia.

**23.105.03 To receive a Statement of Accounts as of 21st November 2023.**

Given by the Clerk.

Bank Balance - £6,128.62.

**23.105.04 To note any receipts.**

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| **TO NOTE INCOME** | | | | | | |
| SNDC | 29.09.23 | Precept part 2 | BACS | £2,700.00 | £0.00 |  |
| HMRC | 03.11.23 | VAT Apr- Sept | BACS | £184.29 | £0.00 |  |

**23.105.05 To approve Clerk’s national pay increase for SCP14.**

The Clerk confirmed the above should read SCP13.

Cllr D Hamblin proposed to approve the increase, seconded by Cllr A Mussell.

**23.105.06 To approve Clerk’s national pay increase back pay from April 2023.**

Cllr D Hamblin proposed to approve the back pay, seconded by Cllr S Wallis-Garcia.

**23.105.07 To approve Chair signing the Standing Order amendment for Clerk’s salary increase.**

Cllr S Wallis-Garcia proposed to sign the standing order amendment, seconded by Cllr A Gidlow.

**23.105.08 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** | **P/R NO** |
| Loddon DIY | 02.11.23 | Grass Cutting | BACS | £447.96 | £74.66 |  |
| C Rust | 22.11.23 | Clerks Nov/Dec WFH and Expenses | BACS | £216.72 | £0.00 |  |
| Norfolk ALC | 21.09.23 | Website Nov 23- Mar 24 | BACS | £29.17 | £0.00 |  |
| Norfolk ALC | 21.09.23 | Website Sept & Oct | BACS | £20.00 | £0.00 |  |
| **TO NOTE PRE APPROVED PAYMENTS** | | | | | | |
| C Rust | 28.11.23 | Nov Salary | SO | £242.10 | £0.00 |  |
| C Rust | 28.12.23 | Dec Salary | SO | £242.10 | £0.00 |  |
| **TO NOTE PAYMENTS MADE OUTSIDE MEETINGS** | | | | | | |
| Defib4Life | 06.10.23 | Spare pads | BACS | £66.00 | £11.00 |  |

Cllr A Gidlow proposed to approve the payment schedule, seconded by Cllr D Hamblin.

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

Cllr D Hamblin informed the Parish Council that he will be stepping down as Chair from March 2024.

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

Budget.

Biodiversity Policy.

Child Safety at The Warren.

Health and Safety Assessment of The Warren.

Planting of daffodils.

20mph speed limit.

**23.108 To confirm date and time of the next Parish Council Meeting as Tuesday 16th January 2024 at 7.30pm in Claxton Village Hall.**

Confirmed.

The meeting closed at 21:13pm.