**Claxton Parish Council**

## Minutes of Parish Meeting held on Tuesday 16th January 2024 in Claxton Village Hall

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

**Parish Councillors present** David Hamblin (Chair), Jos Harwood (Vice-Chair and acting Clerk), Sue Wallis-Garcia, Adrian Gidlow

**Absence** Charlotte Rust – Parish Clerk, Andrew Mussell

**County Councillor** None

**District Councillor** None

**Also in attendance** N/A

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

**24.01 Welcome from the Chair.**

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

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

The Parish Council received Cllr A Mussell, Cllr V Thomson and Charlotte Rusts’ apologies.

**24.03 To receive any declarations of interest from Members & consider requests for dispensation.**

None.

**24.04 To approve the minutes of the Parish Council meeting held on Tuesday 21st November 2023.**

Cllr J Harwood proposed for Cllr S Wallis-Garcia to sign the minutes, seconded by Cllr A Gidlow.

**24.05 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 (MOP) commented that previously financial reports were available to view at the Parish Council meeting and asked can this be reinstated. Cllr D Hamblin proposed this to be done, seconded by Cllr A Gidlow.

MOP commented that Home Piece is still incorrectly labelled on google maps and being used by public vehicles. Cllr J Harwood reported that she had reported this using two personal gmail accounts and in capacity as parish councillor, to no avail. In addition to the Parish Council taking the matter to highways, individual residents were asked to report as well.

MOP commented on the flooding in two areas of Green Lane, rendering it impassable. Cllr D Hamblin confirmed he had contacted Cllr V Thompson re this, asking Highways to attend. Cllr A Gidlow reported that the gully at the bottom of Peascod Loke was jetted recently.

**24.06 Matters arising from November’s meeting.**

**24.06.01 Playground.**

Funding released from Pits Trust pledge to cover phase 1 of the project, the councillors present expressed their grateful thanks for this. Cllr A Gidlow offered to instruct Norfolk Prestige Fencing to proceed, proposed by Cllr S Wallis-Garcia seconded by Cllr D Hamblin.

**24.07 Reports from:**

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

None.

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

Parishioners and councillors expressed their disappointment regarding Cllr K Mason-Billigs continued absence.

**24.07.03 Parish Clerk.**

The Clerk sent her apologies and will update the Parish Council at March’s meeting.

**24.07.03.01** **Update on Town/Parish Council meeting.**

Cllr J Harwood provided update re the recent Town and Parish Council meeting, transcript already circulated.

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

None.

**24.07.04.01 SAM2 update.**

December’s figures are available on the Parish Council website.

**24.08 To approve Daffodils being planted.**

The Parish Council voted unanimously in favour of planting daffodils.

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

A brief background explanation was given by Cllr D Hamblin. Cllr J Harwood signposted all present to Norfolk Speed management strategy document. The importance of residents’ support was recognised, interest to be gauged by posting info on village website in first instance.

**24.10 To approve a Biodiversity Advisory Group.**

The Parish Council voted unanimously for the creation of a Biodiversity Advisory Group. Cllr S Wallis-Garcia gave a short resume of the working group’s terms of reference, its requirement to produce a biodiversity audit and action plan**.** The Parish Council would like to thank the Advisory Group for all their hardwork.

**24.10.01 To receive an update on the Biodiversity Policy.**

Cllr S Wallis-Garcia reported that the recent Clean Up and Bloom grant had been awarded, to be used by the working group. The working groups policy is to be drafted by Paul Carter who pointed out the critical sites within the village area and the expertise available. Biodiversity audit recently completed by Paul Carter and Reg Land, outline discussion document produced by Paul Carter, Cllr S Wallis-Garcia is in touch with neighbouring councillors leading on biodiversity as well as local wildlife groups.

**24.11 To review December 2023’s Internal Control check – Chair D Hamblin to lead.**

Cllr D Hamblin provided an overview of the Internal Control Check and the Parish Council voted unanimously to approve this audit check.

**24.12 To discuss the Pits Trust funding response.**

Cllr A Gidlow will proceed with placing the NPF order asap to secure the price. Cllr A Gidlow will also deal with the tree on the green needing transplanting to a safer position as pointed out in the recent risk assessment.

**24.13 To discuss the renewal of the garden licence agreement.**

This item is deferred until March’s meeting.

**24.14 To approve the submission of the Parish Council’s application for the Pride in Place grant.**

Due to the Clerk’s absence the application will be forwarded to the Councillors for review.

**24.15 To approve the first draft application submission to the National Lottery grant.**

The Clerk will forward this draft onto the Councillors upon her return.

**24.16 To approve Cllr S Wallis-Garcia’s attendance for Biodiversity Training.**

The Parish Councillors voted unanimously for Cllr S Wallis-Garcia to attend the training. The Clerk is to action.

**24.17 Correspondence:**

**24.17.01 Flooding Green Lane/Hellington.**

Please see minute 24.05.

**24.18 Finance:**

Cllr A Gidlow expressed concerns regarding the need to build up a healthy reserve. Cllr D Hamblin explained that as NCC and SNDC are limited in their amount they can increase council tax by, Claxton’s precept, being a small pc, will appear as a larger percentage increase in comparison even though the figure may be relatively small.

**24.18.01 To approve Budget 2024/25.**

Unanimous agreement to adopt the budget.

**24.18.02 To approve Precept 2024/25 and submission of documents to SNDC.**

Discussion ensued over the precept and reserves, outcome – unanimous agreement to adopt the precept of £7000. The Clerk is to submit the documentation.

**24.18.03 To receive a Statement of Accounts as of 16th January 2024.**

Received.

**24.18.04 To note any receipts and approve payments as detailed in January’s payment schedule).**

Subject to the amount for tree cutting to be added to the payment schedule, the Parish Council approved the payments.

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

None.

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

Green Lane

Emergency Plan

**24.21 To confirm date and time of the next Parish Council Meeting as Tuesday 19th March 2024 at 7.30pm in Claxton Village Hall.**

Confirmed.

The meeting closed at 20:40pm.