

## Meeting Minutes of Nordelph Parish Council

Monday 6<sup>th</sup> December 2021 at 6.30pm held at Nordelph Village Hall, Birchfield Road

Parish Councillors present: Danielle Gott (Chair), Pete Gray, Dick Balls, Sarah-Jane Capsey. Also present: Kate Bennett (Parish Clerk), Vivienne Spikings (Borough Councillor), Colin Rose (Borough Councillor) and one member of the public

Apologies: Bryony Russell-Smith

### MINUTES

#### 1 Welcome

The Chairman welcomed everyone to the meeting.

#### 2 To consider and approve apologies for absence

Apologies were given as listed above and the reasons for such approved.

#### 3 To declare pecuniary interests & consider any requests for dispensations

No declarations of interest were given and no dispensations were required.

#### 4 Open Forum for public participation (15 minutes only)

The member of public present was interested in one of the three casual vacancies currently on the parish council. After a brief discussion it was resolved with all in favour to co-opt Helen Scott onto the parish council.

#### 5 To approve the minutes of the meeting held on 4<sup>th</sup> October 2021

It was resolved to accept the Minutes of the last meeting as a true record and these were signed by the Chairman.

#### 6 Clerk to report any outstanding issues not on this month's Agenda, if necessary

- a) Thanks were noted to the resident who has been litter picking in the village recently; it has not gone unnoticed and the parish council is very appreciative of his efforts.

#### 7 Parish Matters

- a) The new litter bin housing for the Staithe has now been delivered and will be installed before Christmas.

#### 8 Finance

- a) It was resolved to approve the outstanding payments since last meeting as listed below.  
Councillor Gray and Councillor Gott to authorize after the meeting.

List of Payments since last meeting				Type of payment	Description of service/supply	Reference
Supplier	Price	VAT	Total			
Broxap	535.95	107.19	643.14	EP	New litter bin for the Staithe (paid)	30
Emneth Design	54.75	0.00	54.75	EP	Website update service for August, September, October & November	31
Holly Landscapes	1,926.61	385.32	2,311.93	dd	Churchyard maintenance and spraying of VH car park (£132.60)	32
Kate Bennett expenses	136.30	0.00	136.30	EP	Mileage, refreshments for defib training, mobile, broadband, electricity	33
Kate Bennett Months 7 & 8 wages	507.52	0.00	507.52	dd	16 hours per month	34
Kate Bennett wages	95.16	0.00	95.16	EP	6 hours over time for Month 8 - 4 for PC and 2 for VH	35
Kate Bennett wages	79.30	0.00	79.30	EP	5 hours overtime for Month 7- VH	36
sse	9.87	0.48	10.35	dd	September energy charges	37
sse	9.87	0.48	10.35	dd	October energy charges	38
British Telecom	47.45	9.49	56.94	dd	September phoneline and broadband service at village hall	39
British Telecom	47.45	9.49	56.94	dd	October phoneline and broadband service at village hall (last one)	40
	3,450.23	512.45	3,962.68			

- b) The Current Account balance after the December payments will stand at £5,226.65.
- c) Income received since last meeting; £0.00.
- d) The proposed 2022/23 Budget figures were thoroughly considered and it was resolved with all in favour to approve the budget and to increase the precept for 2022/23 to £9,500.00 in order to be able to adequately cover the increase in costs for services and facilities for the parish such as grass cutting

at the churchyard and playing field, hedge cutting and tree costs, energy costs, staff and website costs, litter and dog waste bin emptying etc.

As the budget could not absorb extra costs for certain new facilities for the parish next year it was resolved for the Clerk to apply to the Borough Council's *Community Infrastructure Levy* fund for funding for new street lights for the High Street between the village hall and the telephone kiosk and for Coronation Avenue; an application to be made for a new bus shelter for Silt Road also.

It was resolved to ask the Village Hall Committee for confirmation on their predicted spend for the outstanding damp/structural works still required at the village hall; £5,000.00 of parish funds had been donated earlier this year to assist with the expected £20,000.00 damp/structural work expenditure quoted for. The parish council would like assurance that the money donated has been spent in accordance with the terms given, with particular note to point three from the list below;

- *No funds will be released until the parish council has had sight of the Village Hall's audited accounts for the last financial year and is satisfied with the findings.*
- *The parish council is satisfied that the Village Hall Committee has a strong membership and is working towards building a profitable village hall.*
- *The Village Hall Committee will match this £5,000.00 donation with the same amount or more from their savings.*
- *Further discussion needs to take place regarding who will be negotiating the final price for works required and who will be overseeing/managing the project.*

e) Councillors Capsey and Balls viewed the bank statements.

**9 To consider any planning matters since last meeting**

- a) Planning Application 21/02050/F, Fendale Farm Silt Road to lay 200 sq/m of concrete; it was resolved to *support* this application.
- b) Clerk to make further investigations with Enforcement regarding the portacabin/caravan at a property at the bottom of Birchfield Road.

**10 To receive a report from the Borough Council;** no report.

**11 To receive a report from County Council;** no report at the meeting. Emails are regularly received throughout the month and councillors updated with pertinent information to Nordelph as necessary.

**12 To note correspondence**

- a) A letter from an ex-Councillor to the Clerk and Parish Council was noted and a response sent.

**13 To consider Agenda items for the next meeting**

- 1) Declaration of Acceptance of Office Forms to be signed by Helen Scott
- 2) To co-opt two councillors
- 3) To provide details of the new volunteer to run the SAM2 sign
- 4) To note any progress with the tidying up of the Community Garden behind the village hall
- 5) To discuss creating a Parish Council Facebook page and doing a quarterly newsletter

**14 If required to consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the items to be discussed (e.g. personnel issues, tenders for contracts, legal proceedings);** no report.

**15 To note the date of the next meeting**

Monday 17<sup>th</sup> January 2021 at the village hall along the High Street at 6.30pm.

There being no further business, the meeting closed at 8.30pm.

Signed..... Date .....