

## **Meeting Minutes (draft) of Nordelph Parish Council**

**Monday 23<sup>rd</sup> May 2022 at 6.30pm held at Nordelph Village Hall, High Street, Nordelph**

**Parish Councillors present: Danielle Gott (Chair), Pete Gray and Sarah-Jane Capsey**

**Also present: Kate Bennett (Parish Clerk) and three members of the public**

**Apologies: Chris Dawson, Vivienne Spikings, Colin Rose**

### **MINUTES**

#### **1 To receive nominations for and elect a Chair for 2022 2023 and to sign a declaration of acceptance of office and code of conduct form**

On a proposal from Councillor Gray, seconded by Councillor Capsey it was resolved to vote in Councillor Gott as Chair for the forthcoming year and she signed a declaration of accept of office and code of conduct form.

#### **2 To receive nominations for and elect a Vice Chair for 2022 2023**

On a proposal from Councillor Gray, seconded by Councillor Gott it was resolved to vote in Councillor Capsey as Vice Chair for the forthcoming year.

#### **3 To receive and approve apologies for absence**

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

#### **4 Members' Code of Conduct**

Members were reminded of their obligation to revisit their Register of Interests information this year and update with the Clerk if necessary.

#### **5 To declare pecuniary interests & consider any requests for dispensations**

No pecuniary interests were given and no requests for dispensations had been received prior to the meeting.

#### **6 Open Forum for public participation (15 minutes only)**

#### **7 To approve the minutes of the meeting held on 14<sup>th</sup> April 2022**

The Minutes had been previously circulated and these were approved and signed by the Chairman as a true record of the last meeting.

#### **8 Parish Matters**

- a) It was resolved to co-opt John Lyus, Helen Thomas & Sue Venn onto the Parish Council; all signed their declaration of acceptance of office and code of conduct forms.
- b) It was resolved to donate £100.00 to the Village Hall Committee towards their Jubilee celebrations and Councillor Capsey kindly agreed to produce some Platinum Jubilee Bookmarks to commemorate the event.

#### **9 To resolve to certify the parish as exempt from a limited assurance review**

It was resolved to certify the Parish Council as exempt from a limited assurance review for the year ending March 2022 as the higher of gross income or gross expenditure was £25,000 or less for the year. The Chair signed the form.

#### **10 To consider and approve the 2021 2022 Statement of Receipts and Payments**

It was resolved to approve the 2021 2022 Statement of Receipts and Payments as seen.

### 11 To consider and complete Section 1 of the Annual Governance and Accountability Return 2021 2022

Section 1 of the Annual Governance and Accountability Return 2021 2022 was considered and completed.

### 12 To approve Section 2 of the Annual Governance and Accountability Return 2021 2022: Accounting Statements

It was resolved to approve Section 2 of the Annual Governance and Accountability Return 2021 2022 / Accounting Statements.

### 13 Finance

- a) The annual parish council insurance renewal for 2022 / 23 was considered and approved.  
b) It was resolved to approve all outstanding payments since last meeting

List of Payments since last meeting						
Supplier	Price	VAT	Total	Type of payment	Description of service/supply	
Emma Bateman	55.00	0.00	55.00	EP	Internal audit fee	
Arthur J Gallagher Insurance Brokers Ltd.	675.76	0.00	675.76	EP	Parish Council Annual Insurance renewal fee	
Kate Bennett expenses	64.12	0.00	64.12	EP	Mileage, broadband, stationery, postage, WFH allowance	
Emneth Design	59.99	0.00	59.99	EP	Quarterly update fee (£35) Domain transfer & admin fee (£24.99)	
Wix.com	90.00	18.00	108.00	EP	Annual domain fee for nordephpc.info	
Steve Jackman	220.00	0.00	220.00	EP	Provision of design & development support & training for new website	
Information Commissioner's Office	35.00	0.00	35.00	DD	Annual data protection fee	
sse	10.02	0.49	10.51	DD	Energy fee for April 2022	
	<b>1,209.89</b>	<b>18.49</b>	<b>1,228.38</b>			

- c) It was resolved to appoint Councillor Capsey as a further signatory on the bank account; Clerk to action with Unity Trust Bank.  
d) A donation of £200.00 had been received from the Norfolk Community Foundation via the Borough Council of King's Lynn & West Norfolk Small Grants Scheme to help purchase the three purple birch trees planted at the Playing Field to commemorate the Queen's Platinum Jubilee.

### 14 To consider any Planning issues since last meeting

- a) Planning application 2200771/F proposed garage and associated parking at Bridge Cottages, Downham Road; it was resolved with all in favour to support this application.  
b) Planning application 22/00939/F extension and alterations at Threeways, Downham Road; it was resolved to support this application.

### 15 To consider Agenda items for the next meeting

- SAM 2
- Update on items being stored on Parish Council land at the Staithe
- Update on Footpath 7
- Update on the library / book swap / seed swap at the telephone kiosk
- Update on enforcement issues in the parish
- Update regarding maintenance responsibilities of the playing field
- To discuss project ideas for the parish for the coming year
- Three new councillors to return their Register of Interests forms

### 16 To report on issues discussed earlier this month at a meeting that was not quorate so unable to have an official Parish Council meeting

- Three residents were present interested in the three casual vacancies currently on the Parish Council; they were invited to attend the next meeting when they could be officially co-opted onto the Council.

- A resident offered to run a library / book swap / seed swap from the telephone kiosk owned by the Parish Council along the High Street.
- Borough Councillor Rose provided a report from the Borough Council:
  - 1) Council Tax: Band D rates have risen by £4.50, every £1.00 raised for rates the Borough Council receives 7p of which 3p goes to Internal Drainage Boards.
  - 2) From 9<sup>th</sup> May dustbin collections have changed and two new electric vehicles to deal with fly tipping have been purchased.
  - 3) Lesley Bambridge is the new Mayor of King's Lynn.
  - 4) The next Safer Neighbourhood Action Panel Meeting is 20<sup>th</sup> July online via TEAMS.
- Carey Miller provided a report of recent Village Hall structural / damp works being carried out at the village hall; roofing works totalling £3,000 have started and a quote to put a damp course in has been received at £2,000; preparatory work for the whole project is expected to be in the region of £5,000. A disabled ramp will cost in the region of £6,000; enquiries to be carried out as to whether or not planning permission will be required for this.
- A discussion took place surrounding a Parish Council donation towards the village Jubilee event being hosted by the Village Hall Committee; to be revisited at the 30<sup>th</sup> May 2022 meeting.
- CGM Group has visited to carry out works to the ash tree in the cemetery but found a bird's nest so will have to reschedule their visit.
- The Clerk has been in contact with a resident of the High Street concerning a horsebox and boat and other items that are currently being stored on Parish Council-owned land. The Clerk will send a copy of the title deeds for the land to the resident; on going.
- The new website is making progress.
- The next Safer Neighbourhood Action Panel Meeting will be on 20<sup>th</sup> July online via TEAMS.
- It was noted that a site meeting at Footpath 7 took place on 20<sup>th</sup> May 2022 with representation from Waldersey Farms, Norfolk County Council, the public and the Parish Council. It was agreed to apply through Norfolk County Council for a diversion order to officially divert the course of the footpath to its current position straight down the boundary between the two fields rather than the official course that meanders across both fields. Norfolk County Council to action.

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

Monday 11<sup>th</sup> July 2022 at 6.30pm at the Village Hall.

There being no further business, the meeting closed at 7.30pm.

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