

**Draft Minutes of the Annual Parish Council Meeting (AGM) of Nordelph Parish Council  
Tuesday 16<sup>th</sup> May 2023 at 6.30pm held at the Village Hall, Birchfield Road, Nordelph**

**Parish Councillors present: Sarah-Jane Capsey (Chair), Helen Thomas, Claire Lyus, John Lyus, Sue Venn & Pete Gray. Also present: Kate Bennett (Parish Clerk) and one member of the public.**

**Apologies: Borough Councillor Spikings, Borough Councillor Rose and County Councillor Dawson**

## **MINUTES**

### **1 To receive nominations for and elect a Chairman for 2023 2024**

It was resolved to elect Sarah-Jane Capsey as the Chairman for the incoming municipal year; she duly signed a declaration of acceptance office and code of conduct form.

### **2 To receive nominations for and elect a Vice-Chairman for 2023 2024**

It was resolved to elect Helen Thomas as the Vice-Chairman for the incoming municipal year.

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

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

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

Members had received a copy of the Council's Register of Interests Form and were reminded to return it to the Clerk within 28 days of the date of this meeting.

### **5 To declare any pecuniary interests in any item on the Agenda & consider any requests for dispensations**

No declarations of pecuniary interests were given for any item on the agenda and no dispensations had been requested.

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

The member of public present wished to be considered for co-option onto the Parish Council. She provided a brief verbal presentation explaining why she'd like to become a local councillor and it was resolved with all in favour to co-opt Sally Favell onto the Council; she duly signed a declaration of acceptance of office form.

### **7 To approve the Minutes of the meeting held on 11<sup>th</sup> April 2023**

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

### **8 Clerk to report any outstanding issues not on this month's Agenda**

a) A complaint regarding overgrown shrubs / trees obstructing the highway along Barroway Drove had been received; Clerk has actioned.

### **9 Parish Matters**

- a) It was resolved with all in favour to adopt an updated version of a Code of Conduct for the Council.
- b) It was resolved with all in favour to approve expenditure of £395.00 for a tree survey for the cemetery / playing field / staithe.
- c) It was resolved to have a site meeting at the Silt Road bus stop on 30<sup>th</sup> May 2023 at 6.15pm to further discuss the installation of a bus shelter; all welcome.
- d) It was resolved to advise the grass cutting contractor to *not* cut the community garden space at the rear of the hall and the benches are to be removed and disposed of by Parish Councillors as and when convenient.
- e) A plaque had been purchased for the bench at the Staithe in memory of Ron Stannard who served as Clerk to the Parish Council for more than 54 years.
- f) It was resolved with all in favour to approve the Council's Standing Orders as fit for purpose for 2023 2024.

## 10 End of Year Accounts for 2022 2023

- a) It was resolved to certify the Parish Council as exempt from a limited assurance review as the higher of gross income or gross expenditure was less than £25,000.00 for the year ending 31<sup>st</sup> March 2023. The Chairman signed the Certificate of Exemption (Part 2) of the Annual Governance and Accountability Return.
- b) A Summary of Receipts and Payments for the year ended 31<sup>st</sup> March 2023 had been previously circulated and it was resolved to approve the accounts for the financial year 2022 2023 as prepared by the Clerk.
- c) Section 1 of the Annual Governance and Accountability Return 2022 2023 was considered, completed and then signed by the Chairman.
- d) Section 2 of the Annual Governance and Accountability Return 2022 2023 was approved and signed by the Chairman.

## 11 Finance

- a) The Council's Financial Regulations and Operational Risk Assessment for 2023 2024 were considered and approved.
- b) The Council's Asset Register for 2023 2024 was considered and approved as was the annual parish council insurance renewal for 2023 2024 with Hiscox for £733.48.
- c) A quote to repair the small white gate at the cemetery was considered. A suggestion to remove the gate completely to be investigated by the Clerk.
- d) It was resolved to approve the outstanding payments since last meeting as listed below.  
Councillor Gray and Councillor Venn to authorize after the meeting.

List of Payments since last meeting					
Supplier	Nett	VAT	Total	Type of payment	Description of service/supply
Arthur J Gallagher Insurance	733.48	0.00	733.48	BACS	Annual Parish Council Insurance Premium
Chalky's Helping Hands	480.00	0.00	480.00	BACS	Grass cutting in the Parish April / May
wix.com	90.00	18.00	108.00	BACS	Annual domain renewal fee
Walters	21.48	4.30	25.78	BACS	Black ink cartridge for Canon printer
sse	22.08	1.09	23.17	DD	April energy charges for street lighting
Kate Bennett	332.80	0.00	332.80	DD	Month 1 Clerk salary
Information Commissioner's Office	40.00	0.00	40.00	DD	Annual data protection renewal fee
Norfolk Association of Local Councils	155.68	0.00	155.68	BACS	Annual subscription renewal fee
Kate Bennett	73.10	0.00	73.10	BACS	Plaque for bench, Mobile, broadband, mileage, electricity etc.
Emma Bateman	63.50	0.00	63.50	BACS	Annual internal audit fee
	<b>2,012.12</b>	<b>23.39</b>	<b>2,035.51</b>		

- e) Income received since last meeting: £807.39 annual Vat refund (2022 2023).
- f) It was resolved to approve Councillor Venn, Councillor Gray and Councillor Capsey as the authorized signatories on the bank account for 2023 2024.

## 12 To consider any Planning matters since last meeting

- a) Planning application 22/00781/FM erection of a commercial B2 general industrial building at White Barn Farm, Silt Road, Nordelph has been approved by the Local Planning Authority.
- b) Planning application 23/00062/TREECA to cut down trees at Threeways, Downham Road, Nordelph has been permitted by the Local Planning Authority.

**13 To discuss Cemetery issues**

- a) Thanks to be recorded to Councillor Capsey who has agreed to carry out a topple test on all memorials in the churchyard.

**14 To receive a report from the Borough Council**

- a) A full council meeting is scheduled for this month to appoint the main positions only; task groups and outside bodies including IDBs and the Police will be appointed at the next meeting.

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

- 1) To adopt a co-option policy for the Council
- 2) To further consider repairs to the white gate at the cemetery
- 3) To note any grass cutting matters in the Parish
- 4) To note any progress with repairs to the railings along the riverbank
- 5) To note any progress with the provision of a bus shelter at Silt Road
- 6) To discuss resurfacing works to the High Street / Birchfield Road

**16 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: no report.**

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

Tuesday 11<sup>th</sup> July 2023 at 6.30pm at the Village Hall, Birchfield Road.

There being no further business, the meeting closed at 8pm.

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