



Barsham Parish Council

Annual Parish Council Meeting Minutes

Monday 20th May 2019 at 7.45pm, Barsham & Houghton Village Hall

In Attendance

Cllr Ross, Cllr Laws, Cllr Howlett, Cllr Fletcher, Cllr Fitzpatrick, Parish Clerk, no members of the public.

1 Election of Chairman

Cllr Ross invited nominations for the office of Chairman. Cllr Ross was proposed by Cllr Fletcher and seconded by Cllr Laws. With no further nominations, all agreed to elect Cllr Ross to serve as Chairman. The Declaration of Acceptance of Office was duly signed.

2 Election of Vice Chairman

Cllr Ross invited nominations for Vice-Chairman. Cllr Laws was proposed by Cllr Ross and seconded by Cllr Fletcher. With no further nominations, all agreed to elect Mr Laws to serve as Vice-Chairman. All declaration of acceptance of office was duly signed.

3 Chairman welcomed all and received apologies

Apologies received from Cllr Chapman, Cllr Strong & Cllr Goodley.

4 Declarations of interest

There were none.

5 Meeting adjourned to hear from public present

- Meeting adjourned to hear from Cllr Fitzpatrick who has been re-elected as District Councillor for the next 4 years. Congratulations were given.
- Currently the NNDC Local Plan is in progress.
- Cllr Fitzpatrick is a member of the Licensing Committee and The Big Society Fund.
- There are 21 new councillors out of 40 and they are all going through their training at the moment.
- The Big Society Funding is not for running or repair costs. It would be possible to apply for funding for a brand-new insulated floor for the Village Hall.
- An alternative funding stream for environmental improvement projects is the Sheringham Shoal Fund, this could be used on ground source heating, double glazed windows, new roofing etc.
- Cllr Fitzpatrick advised that he would not be present at Friday's stakeholder meeting.

6 Minutes of meeting from 11th & 27th March were approved and signed by the Chairman

7 Matters Arising

There were none.

8 Shrine Traffic Update

- There was nothing more to report at this time.
- Cllr Ross did stress the importance of having any reasons for objections and decisions in readiness for the meeting on Friday 24th May.
- It was noted that Cllr Laws is unable to attend the meeting on Friday.
- There was some discussion about the levels of traffic past the slipper chapel. Coaches are a problem and the number of coaches increase each year as does the number of cars.
- Cllr Ross has already asked whether some of the £8million committed funding could be used to resolve the traffic issue, however it was advised that it could not. The previously suggested option of using minibuses was also not considered due to the problem with parking the minibuses when not in use and funding drivers.

9 Defibrillator Update

Nothing to update. Clerk to assist in completing the funding application for the four new planned defibrillators via CHT. One each in North, East, West Barsham and Houghton.

10 Memorial Bench

The Memorial Bench is now in situ. It was agreed that the Memorial Bench item would be removed from future agendas.

11 Planning Matters

- 11.1 There were none
- 11.2 There were none

12 Financial Matters

- 12.1 Current bank balance & reconciliation as at 31.03.19
Bank - Comm Acc. £8534.17. Play Field. Acc. £0. Bus. Acc. £3294.58.
Cashbook - £8534.17. Play Field. Acc. £0. Bus. Acc. £3294.58.

- 12.2 Clerk read out the list of invoices to be paid (see below). Invoices were AGREED.

Payment to	Description	Amount
J Bond	Expenses	22.88
J Bond	Salary	148.74
Hempton PC	Stationery & Clerk Mobile	15.41
NPTS	Internal audit	30
NPTS	Subscription	35
Came & Co	Insurance	424.54
	Total	£676.57
Receipts from	Description	Amount
	Total	£0

- Chairman proposed we subscribe to NPTS for 2019/20 and not renew NALC following Clerks recommendation. All Agreed.
- Clerk advised that an alternative quote had been received for the Council Insurance. The insurance renewal would be confirmed following the renewal quote from the existing insurer.
- It was proposed by Cllr Howlett to make a payment to the hall committee for the hall hire for the period between 2016 and 2018. It was agreed that the Parish Council would make a payment of £200 to the Hall Committee. An invoice will be forwarded to the Clerk.

- 12.3 Clerk read out the Internal Auditors report – the suggestions will be adopted.
- 12.4 Exemption certificate was signed.
- 12.5 Governance statement was signed.
- 12.6 Accounting statement was signed.
- 12.7 It was agreed to sign the bank mandate to include Clerk as a signatory

- It was agreed that the additional 10 hrs accrued by the Clerk to bring accounts up to date will be paid in two 5 hr instalments with the July salary and September salary.

13 Correspondence

The correspondence was circulated, the list included NNDC Local Plan Literature, Clerks & Councils Direct Magazine, Notice Board Price List.

14 Councillor Training & Co-option

It was agreed that councillors would continue to speak to local parishioners in an attempt to co-op another councillor. Ideally another member from East Barsham would be an advantage.

Training is available for new Councillors via NPTS at Bawdeswell, two evenings in June at £48 per person.

15 AOB

Chairman advised that the Ivy will be cut back from East Barsham bus shelter this week. The Clerks COE was agreed and duly signed.

16 Date of next meeting

15th Jul, 16th Sept, 18th Nov 2019, 20th Jan, 16th Mar 2020

Chairman closed the meeting at 21.08pm

Signed by Chairman: Date: