

Wacton Parish Council

Minutes of the Annual Meeting of the Parish Council held in Wacton Village Hall
on Wednesday 15th May 2019

Present: -

Chair: Calvin Goreham. Councillors: Paul Muston. Ian Mortimer. Peter Jacques.

5 members of the public also attended plus County Councillor Alison Thomas and District Councillor Barry Duffin.

1. Election of Chairman and the signing of the Acceptance of Office Form:

Calvin Goreham agreed to stand as Chairman

Proposed. Paul Muston. Seconded. Ian Mortimer.

Calvin then signed the Acceptance of Office Form witnessed by the Clerk.

2. Election of Vice Chairman:

Paul Muston agreed to stand as Vice Chairman

Proposed. Calvin Goreham. Seconded. Peter Jacques.

Paul then signed the Acceptance of Office Form witnessed by the Clerk.

3. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant:

None.

4. All Councillors to sign their acceptance of Office forms and hand in their Register of Interests Forms:

All the Forms were duly signed and handed into The Clerk.

5. To consider apologies for absence:

No Apologies were received.

6. To receive any declarations of interest for items on the agenda:

No declarations were made.

7. To approve the minutes of the meeting held on 3rd April 2019:

The minutes were agreed as a true record of the meeting and was duly signed by The Chairman.

Proposed. Paul Muston. Seconded. Ian Mortimer.

8. To consider matters arising from the last minutes (for information only):

No matters were arising.

9. To appoint an Internal Control Officer:

The Clerk took the meeting through the need to appoint an Internal Control Officer to keep regular checks on The Clerks work and The Parish Councils policies are being adhered too. Paul Muston agreed to take on the role.

Proposed. Calvin Goreham. Seconded Ian Mortimer.

10. To receive a report from the County Councillor:

Alison Thomas reported that the work on the Hempnall Roundabout starts on 20th May with speed restrictions in place.

Alison also reported that the consultation on the Long Stratton Footpaths was due to begin (The Clerk reported that he had given the documents to The Footpath Warden for Christine's attention). It was reported that some footpaths would be blocked off causing issues for the residents of both Long Stratton and Wacton.

11. To receive a report from the District Councillor:

New District Councillor Barry Duffin introduced himself to the Parish Council and reported that due to him only just taking on the role he had no report but would be submitting a detailed report to the Clerk for the next Parish Council meeting.

12. To receive the Footpath Wardens report:

The Footpath Warden emailed the report to the clerk and a copy is attached to these minutes as appendix 1.

Christine also reported that she had received a few complaints regarding FP15 and that a fence had been erected was encroaching the footpath for walkers. Christine reported that she was, along with Paul Muston going to look at the issues raised ASAP.

Finally, Christine reported that she had received a request from a digger driver for a map of all footpaths to enable him to clear access to certain footpaths around Wacton Common and again was looking into this request. The Clerk advised that Christine contacts Nigel Draffin to ensure that he had actioned the work and ensure all the necessary paperwork was in place.

13. To receive a report from the Tree Warden:

Peter gave a detailed report and it is attached to these minutes as Appendix 2.

14. To receive a report from the Village Hall Committee:

At the recent Annual General Meeting of the Village Hall committee all trustees had been re-elected except for one member, but he would be staying on as an advisor. It was reported that bookings were holding up and that portable appliance testing would be undertaken at the Village Hall including the Parish Office and the Clerk would provide a list of electrical items that need testing and it was advised that The Parish Council would need to pay for these items to be tested.

15. To adopt Standing Orders and Financial Regulations for 2019-2020:

The Clerk reported that he had undertaken a re-write of the Parish Council Standing orders and Financial Regulations to ensure they are all correct for the coming year. The Clerk had also produced packs for all Councillors that include Standing Orders, Financial Regulations and the Code of Conduct.

It was agreed to adopt the new Standing orders and Financial Regulations.

Proposed. Ian Mortimer. Seconded. Paul Muston

16. To discuss The Parish Council Insurance and agree on The Insurance Provider for 2019-2020 and the possibility of a Three-Year Agreement:

The Clerk took the meeting through the quotes he had received and after a short discussion it was agreed to go with Inspire Insurers for 3 years at an initial price of £402.99. It was agreed that the clerk would contact Came and Co to ensure they were aware of the overpriced insurance costs the Parish Council had paid over the last two years.

The Parish Clerk was thanked for his work on this.

Proposed. Paul Muston. Seconded. Ian Mortimer.

17. To discuss the membership of Norfolk Training and Support (NPTS):

The Clerk took the meeting through the benefits of joining this local agency for ongoing support.

Proposed. Calvin Goreham. Seconded. Paul Muston.

18. To consider Planning Applications:

No Planning Applications received.

19. Correspondence:

The Clerk reported that he had received the usual training emails from Local Public Advisory Service, but none were of use at this time.

The Clerk reported that he had also received various emails from companies regarding the Insurance requirements for the 2019-2020.

The Clerk also reported that he had received an email from Long Stratton patient participation group requesting that they speak at the upcoming Annual Meeting of The Parish on 22nd May.

20. Authorization of Cheques:

- Cheques were authorized as follows:

Parish Clerk salary and expenses April. £468.06

Payment to Norfolk Parish Training and Support for
Annual Subscription. £115.00

Proposed. Ian Mortimer. Seconded. Paul Muston.

Cheques agreed and signed and detailed on the accounts.

The Clerk took the meeting through the year end accounts and reported that The Parish Council was in good financial health.

The Clerk took the Parish Council through The Annual Governance and Accountability Return for 2018-2019

Section 1 of The Annual Governance and Accountability Return 2018-2019 was approved by The Parish Council.

Proposed. Paul Muston. Seconded. Ian Mortimer.

Section 2 of The Annual Governance and Accountability Return 2018-2019 was approved by The Parish Council.

Proposed. Paul Muston. Seconded. Ian Mortimer.

The Annual Governance and Accountability Return was approved and signed off by Chairman Calvin Goreham and witnessed by The Clerk.

Proposed. Paul Muston. Seconded. Ian Mortimer.

The Parish Council had agreed a 2-point salary scale rise for the clerk at the budget meeting in December 2019 and it was agreed this was fair for The Clerk.

Proposed. Paul Muston. Seconded. Ian Mortimer.

21. To receive reports and discuss any on-going matters:

a. The Woodland Project Review:

The anti-slip strips had been installed on the bridges and the posts for the shelter were in place and the shelter would be installed by late May.

Peter reported that the seats and litter bins would also be installed soon.

Paul Muston reported that he had concerns that after 11 weeks the sign had still not been completed and he would be contacting Bartlett Signs to find out why this was?

Finally, Peter reported that the Long Stratton High School students had been working hard in the glades.

b. Councillor Training:

Dates would be sorted ASAP

c. Annual Play Inspection Report:

It was agreed to hold a working party day and all Councillors to arrange this via email for a suitable date. The Clerk to forward the play inspection report to Paul Muston who cannot make weekends and would work during the week to prepare the site for the working party.

22. Matters raised by Councillors and members of the public (for information only):

No matters were raised.

23. To discuss Parish Speed Watch Group and SAM data:

The Parish Speed Watch Group are still doing great work but there was nothing to report.

Finally, the speed watch group were looking for extra volunteers and if you are interested please contact Tony or Rene Rowson to help with the valuable scheme in the Parish.

The figures had been received from The Police and they showed that the Wacton speed watch group had worked 90 minutes and 8 vehicles had been captured with 4 letters sent out and The Safety Camera Team had captured 3 vehicles.

The latest speed awareness machine data had been collated with the data showing that the speed awareness machine was generally a good deterrent when it was located as speeding as down in that area.

24. To discuss the need for new Parish Councillors:

The Clerk reported that there had been interest from one parishioner regarding the vacancy and it was hoped that the parishioner would be co-opted at the June meeting.

24. Items for the next agenda:

Co-Option of a new Councillor.

Training

Date of Next Meetings.

Annual Parish Meeting 22nd May 2019 7.30pm.

Next Parish Council Meeting 5th June 2019

Meeting ended 8.30pm.

