

# Wacton Parish Council

Minutes of the Annual Meeting of the Parish Council held at 7pm on Wednesday 5<sup>th</sup>  
May 2021 via Zoom.

**Present: -**

**Chair: Calvin Goreham. Councillors: Paul Muston, Ian Mortimer, Peter Jacques, Piers Blaikie, Peter Fraser. County Councillor: Alison Thomas.**

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

Calvin Goreham agreed to stand as Chairman.

**Proposed: Peter Jacques. Seconded: Paul Muston.**

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: Peter Jacques. Seconded: Piers Blaikie.**

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:**

No Declarations declared and it was agreed to grant an extension and keep the seat open in the future.

**4. To consider apologies for absence:**

Apologies were received from District Councillor: Barry Duffin.

**5. To receive any disclosures of interest for items on the agenda:**

No disclosures were made.

**6. To approve the minutes of the meeting held on 7<sup>th</sup> April 2021:**

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

**Proposed: Peter Jacques. Seconded: Piers Blaikie.**

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

No matters were arising.

**8. 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 that the Parish Councils policies are being adhered to. Paul Muston agreed to take on the role.

**Proposed: Ian Mortimer. Seconded: Peter Jacques.**

**9. To agree to adopt the General Power of Competence.**

The Chair announced that the Clerk had passed his Cilca qualification, and that the Council met the criteria (two-thirds of the Council are elected members and the Clerk held the Cilca Qualification). It was agreed to adopt The General Power of Competence

**Proposed: Ian Mortimer. Seconded: Peter Jacques.**

**10. To receive a report from the County Councillor:**

Alison Thomas reported that she hoped to be re-elected in the forthcoming elections and continue to serve the Parish Council for the foreseeable future. Alison also reported that Highways were struggling with the volume of work they currently had resulting in difficulties trying to resolve local footpath issues in Wacton. Alison then reported that it was hoped that the planning application for the Long Stratton bypass and housing development would be submitted around late July. Finally, Alison congratulated the Clerk on passing his Cilca Qualification.

**11. To receive a report from the District Councillor:**

Barry Duffin had sent his apologies via Alison Thomas.

**12. To receive the Footpath Wardens report:**

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

It was also reported that the issues with way markers and the footbridge on FP18 had been completed.

**13. To receive a report from the Tree Warden:**

Peter Jacques commented that he had nothing to report.

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

The Village Hall would not open for the foreseeable future due to the Covid -19 restrictions. Calvin commented that he was unsure when it would reopen but would keep the council updated.

**15. To adopt Standing Orders and Financial Regulations for 2021-2022:**

The Clerk reported that there were no changes to the present Standing orders and Financial regulations.

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

**Proposed: Ian Mortimer. Seconded: Piers Blaikie**

**16. To agree to delegate authority to the Clerk to continue to undertake the Councils business for items detailed in the budget.**

The Clerk took the meeting through the issues caused by not having the village hall open. After much research and speaking to other Clerks in the same situation, the best way to move forward would be to delegate authority to the Clerk to continue to allow the Council to function under its current budget and all decisions then agreed via email. The Clerk would keep a note of all decisions and payments which would be reported / agreed at the next face to face meeting of the Council.

**Proposed: Paul Muston. Seconded: Peter Jacques.**

**17. To consider Planning Applications:**

The Council agreed to support Planning Application 2021/0849 but with conditions.

**18. Correspondence:**

The correspondence was detailed on the latest Covid-19 report which is posted on the website for transparency.

**19. Authorisation of Cheques:**

Cheques were authorized as follows:

Parish Clerk salary and expenses April.	£515.51
Payment to Norfolk Pension Fund for Clerks Pension	£161.47
Payment to Came and Co for Parish Insurance	£424.49
Payment to Anne Barnes for Internal Audit	£66.00
Payment to CGM for Grass Cutting	£367.06
Payment to O2 for Clerks mobile	£9.73
Payment to ICO for annual Subscription	£35.00
Payment to Plusnet Broadband	£28.20

**Proposed: Peter Jacques. Seconded: Piers Blaikie.**

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.

- a) The Clerk took the Parish Council through The Annual Governance and Accountability Return for 2020-2021.
- b) To agree the Certificate of Exemption.

**Proposed: Peter Jacques Seconded: Piers Blaikie.**

- c) Section 1 of The Annual Governance and Accountability Return 2020-2021 Annual Governance Statement was approved by The Parish Council.

**Proposed: Paul Muston. Seconded: Ian Mortimer.**

- d) Section 2 of The Annual Governance and Accountability Return 2020-2021 Accounting Statements was approved by The Parish Council.

**Proposed: Paul Muston. Seconded: Peter Jacques.**

- e) To receive The Internal Audit Report and agree to the 2 items raised and allow the clerk to action ASAP.

**Proposed: Piers Blaikie. Seconded: Paul Muston.**

- f) The Parish Council had agreed a 2-point salary scale increase for the Clerk as agreed in the budget for the Clerk passing Cilca to SCP21.

**Proposed: Paul Muston. Seconded: Ian Mortimer.**

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

**a. The Woodland Project Review:**

Peter reported that he had still not heard from the student regarding the hedgehog study and felt that this would not be progressing. Peter also commented that he felt the project now needed professional maintenance to keep it in good order. It was agreed Peter would contact GLS for a meeting to outline the work. Any agreed quote would be added to the budget for 2021-2022.

**b. Councillor Training:**

The Clerk would look at new Councillor training for Pete Fraser.

**c. Flooding**

A discussion was held on the issues of flooding from the Village Pond and the village green area. It was agreed that this would be looked at once the warmer weather came, and the Pond contained less water making it easier to ascertain any issues. It was also agreed the Clerk would visit the site with the chairman to look at the reported issues around the unpaved road. Highways would be contacted to see if they had ownership of the unpaved road or whether it was the residents? It was also felt that photographic evidence of the issues should be submitted to the Clerk. The initial information sent to the Clerk by Councillor Peter Blaikie was submitted to the flood team for their investigation as agreed.

Another discussion then took place on the issues around the stream in front of the village hall and yet again it was noted that no reply from The Environment Agency had been received since the last meeting. It was hoped that a reply would be forthcoming and that the issue needed to be kept on the agenda for future discussion.

**d. Children's Play Area**

The Clerk commented that a new quotation had been received for £14,707.81 which included the swings that needed replacing. The Clerk had submitted a Grant application for £5,000 with a decision hopefully coming around mid-July. The Clerk was hopeful that working with District Councillor Barry Duffin we could be successful in obtaining the Grant. County Councillor Alison Thomas suggested to also contact Adnams PLC for a Grant as Wacton just meets the catchment area. The Clerk would look at this ASAP. The Chairman also reported that he had received a call from a parishioner that the grass cutters had damaged the play area fence. He would visit the site along with Paul Muston to look at the damage and report to The Clerk with photographic evidence for onward action.

**e. County Broadband**

The Chairman commented that he had heard from County Broadband and that they hoped to complete all their works by the end of July. He also mentioned that they would still need Parish Council permission to site their street boxes along Common Road which needed to be resolved ASAP.

**f. Good Neighbour Scheme**

Peirs Blaike had submitted the document to the Chairman who commented that he was happy that it was good to go in its present form.

**21. Matters raised by Councillors and members of the public (for information only)**

No matters were raised.

**22. To discuss Parish Speed Watch Group and SAM data:**

The Parish Speed Watch Group were still not meeting due to Covid-19 restrictions.

The Clerk commented that he had received confirmation that The Parish Council had been successful in their application to The Parish Partnership Scheme and had been awarded £1400 as 50/50 share of the cost of a new Speed Awareness Machine. He would complete the necessary paperwork which needed witnessing by The Chair and then return them back to The Parish Partnership Scheme ASAP.

**23.To discuss the need for new Parish Councillors:**

The Clerk reported that he had not received any correspondence from prospective candidates but was aware of a new course to help Parish Councils recruit new Councillors. He would share this with Paul Muston. Paul commented that they had delivered the recruitment flyer to around 50% of the parish and hoped to complete the last 50% this week.

**24. Items for the next agenda:**

List of contact numbers for document for Good Neighbour Scheme

SAM Machine

Play Area

**Date of Next Meeting.**

Next Parish Council Meeting TBC.

The meeting ended at 8.00pm.