**Minutes of the Parish Council Meeting of Neatishead Parish Council held on Thursday 15th June 2023 at 7.30pm at New Victory Hall, Neatishead**

**Present:** Cllr Michael Godfrey (Chairman)

Cllr Robert Hanger (Vice-Chairman)

 Cllr Alex Craker

Cllr Jane Rutter

Cllr Dianne Pickering

 Laura Bateman Parish Clerk

**Also present:** Cllr Richard Price South - Smallburgh Division, Norfolk County Council, 1 member of the public was in attendance

# Apologies

Cllr Ben Mullard - Neatishead Parish Council

# Declaration of Interest and applications for dispensations

Cllr Robert Hanger is a trustee of The Poor’s Trust.

# Minutes of the previous meeting

Minutes of the meeting held on 18th May 2023 were agreed.

Proposed Cllr Robert Hanger, seconded Cllr Jane Rutter, all in favour

# Public Speaking

1. County Councillor

Cllr Richard Price advised the meeting that the repairs to the bridge had now been completed. It had transpired from the emergency text messaging trialled by the government that 2g or 3g users had not received the message. These will be phased out in the future, but in the meantime time users will not receive the messages if they are on these networks.

1. District Councillors

None

1. Police

None

d. Public

None

# Matters Arising – TO RECEIVE UPDATES

1. Insurance renewal

The renewal quote for 2023-2024 received from Zurich for £476.88 was agreed

Proposed Cllr Michael Godfrey, seconded Cllr Dianne Pickering, all in favour

1. Parish Council responsibilities – poster update

A poster displaying where queries should be directed to the appropriate local authority was agreed at the cost of approximately £30. The Clerk to order the personalised poster for Neatishead Parish Council and once received the poster would be displayed on the council’s social media, website, notice boards, car parks, NIB and possibly the shop. Cllr Price mentioned that links could be added to the parish council’s website to direct residents to the correct local authority and appropriate. Cllr Price also noted that he was in communication with the Highways Department at Norfolk County Council with regards to progressing Traffic Regulation Orders, including 20mph speed limits within some of his parishes. **ACTION: PARISH CLERK**

Proposed Cllr Robert Hanger, seconded Cllr Dianne Pickering, all in favour

1. School green cutting responsibility:

Highways had responded to the council’s enquiry regarding who was responsible for cutting the green triangle opposite the school. A Licence to Cultivate had been issued by Norfol County Council to the parish council in 1994 which was still in effect. The licence gave permission for the parish council to maintain the area. It was agreed that the council would continue with this responsibility to ensure that it was regularly maintained.

Proposed Cllr Alex Craker, seconded Cllr Robert Hanger, all in favour

1. Memorial bench update:

The clerk informed the meeting that the interest from a resident in sponsoring a bench had been withdrawn. It was agreed that other avenues of funding would be explored, including further contact with the Broads Authourity and local businesses.

 **ACTION: PARISH CLERK**

1. Policy Review:

A review of the Financial Regulations Policy had commenced by Cllr Alex Craker and the clerk, some minor amendments and more complicated issues required further guidance. The clerk will contact NPTS for further guidance on some of the issues and will then update the policy. A draft revised version will then be issued for councillors to review with the intention to approve at the next council meeting.

Two main areas of concern regarding the policy were discussed. Firstly section 9.9: Currently the staithe water money is only collected and counted by one councillor, which is contrary to this section. The process can take around three hours and it was noted that it was too time consuming to have two councillor’s involved. This highlighted the security of the collection box at the staithe and the need for a more secure method of receiving donations, such as using a QR code where donations were made electronically directly to the council’s bank. Section 9.9 was agreed to be suspended using the power granted under section 17.2 of the policy whilst a more secure process of receiving donations was sourced. The reasons provided were that the current process of only one councilor counting the funds were of minimal risk due to trust and integrity of the councillor responsible, that the funds were under £500 and were donated.

Proposed Cllr Robert Hanger, seconded Cllr Dianne Pickering, all in favour

The second section discussed was section 4.8 as currently quartlerley financial reports are not produced. The clerk will implement this at the next month’s meeting and it was agreed screen shots of the bank account would be inserted into the agendas.

**ACTION: PARISH CLERK**

1. Risk Assessments:

The clerk informed the council the quarterly risk assesments are due and will be emailed out for completion.

1. Update on defibrillator funding and running costs

The clerk has registered with the British Heart Foundation who have some funding becoming available in October for defibrillators. The defibrillator’s cost around £1.5k and require annual servicing. If used, the equipment requires parts to be replaced so maintenance costs need to be considered as the council wish to have three installed throughout the village. The clerk to find out further information and also to contact Cllr Mancini-Boyle as he had mentioned possible funding available.

 **ACTION: PARISH CLERK**

# AGAR – Certificate of Exemption

As a smaller authority, it was agreed that the council would certify themselves as exempt from an external audit.

Proposed Cllr Alex Craker, seconded Cllr Robert Hanger, all in favour

# AGAR – Section 1 Annual Governance Statement

Each section of the Annual Governance Statement was read by the clerk and agreed by the council as numbered:

1. Proposed Cllr Michael Godfrey, seconded Cllr Robert Hanger, all in favour
2. Proposed Cllr Michael Godfrey, seconded Cllr Dianne Pickering, all in favour
3. Proposed Cllr Alex Craker, seconded Cllr Jane Rutter, all in favour
4. Proposed Cllr Dianne Pickering, seconded Cllr Robert Hanger, all in favour
5. Proposed Cllr Michael Godfrey, seconded Cllr Robert Hanger, all in favour
6. Proposed Cllr Jane Rutter, seconded Cllr Michael Godfrey, all in favour
7. Proposed Cllr Alex Craker, seconded Cllr Michael Godfrey, all in favour
8. Proposed Cllr Michael Godfrey, seconded Cllr Dianne Pickering, all in favour

# AGAR – Section 2 Accounting Statements

The AGAR Accounting Statement for 2023-2024 had been circulated and was agreed.

Proposed Cllr Alex Craker, seconded Cllr Michael Godfrey, all in favour

# Period of Electors Rights

The Period of Electors Rights was set for 19th June 2023 – 28th July 2023.

# Maintenance

|  |  |  |
| --- | --- | --- |
| LOCATION | ISSUE | PROGRESS |
| Staithe | Holes in ground causing trip hazard, tree and rotting wood possible hazard | Review at next risk assessment |
| Staithe | Gap between residents’ fence and end of path, wooden capping needs replacing | Quote to replace capping for £500 not agreed. BA to be contacted re replacement of capping on mooring side. Cllr M Godfrey and Cllr R Hanger to meet with resident to discuss options. ABC to then be contacted regarding a quote for works.  |
| Staithe | TAP IMPROVEMENT | The tap works but does not have a back up valve in case of failure. Cllr B Mullard to update on plumbers visit once he is back from leave.  |
| Allotment | Football games are damaging plot  | Quote to be requested from ABC to supply an dinstall a suitable fence to protect allotments.  |

# Planning

1. New Applications (Norfolk District Council)

None

1. New Applications (Broads Authority)

 None

1. Decisions and Appeals (North Norfolk District Council)

None

1. Decisions and Appeals (Broads Authority)

 None

# Correspondence and consultations

Chairman Cllr Michael Godfrey added an item for discussion, an email received from Roger Lamb about the maintenance of the permissive path on his land. Roger Lamb has requested that the parish council maintain the path and cut back excess growth. Councillor’s felt that having a formal agreement of maintaining land that did not belong to the council was not a suitable option. However, there was support for the council providing adhoc help in maintaining the footpath if the paths became unusable. It was noted that footpaths in the countryside are often overgrown but if used regularly, people walking on them helped keep them passable.

# Financial matters

1. Financial Update

**Main Account – Balance as at 11th June 2023 £3,978.39**

 **Income**

 08/06/2023 Staithe water £245.00

 **Payments**

 22/05/2023 L Bateman £383.62

 24/05/2023 Country Style Recycling £9.00

 24/05/2023 Country Style Recycling £12.00

 25/05/2023 Anglian Water £38.00

 01/06/2023 St Peter’s Church £250.00

 06/06/2023 NPTS £108.00

 08/06/2023 NALC £254.03

 08/06/2023 ICO £40.00

**Saving Account – Balance as at 11th June 2023 £2,958.86**

 **Income**

09/06/2023 Interest £1.88

1. To consider payment of the following:

L Bateman Salary May – June 2023 24 hours @ £14.48 £347.52

L Bateman Expenses (phone/allowance) £13.95

New Victory Hall Room Hire £19.00

Zurich Annual Insurance £476.88

Jo Raby Internal Auditor £65.00

 All agreed to be paid

 Proposed Cllr Robert Hanger, seconded Cllr Dianne Pickering, all in favour

#  Staithe

An email had been received from the Broads Authority regarding thier proposal of moving the field entrance opposite the staithe and adding new drainage. The Broads Authority accepted that moving the field entrance would potentially move the flooding risk up to residential properties, however they still asked that the parish council install some new drainage system. The council agreed to re-access the situation in a years time as this would provide a better understanding of the flooding risks and the need for such a large expenditure. Councillors enquired as to when the temporary path would be completed as this could offer a form of drainage facility. The clerk to contact Broads Authority for an update.

 **Action: Parish ClerknageHanhSN**

# OTHER matters

None

# Date of Next Meeting

Thursday 20th July 2023 at 7.30pm New Victory Hall, Neatishead

The meeting closed at 8.50pm.

 **CHAIRMAN**