**Minutes of the Meeting of Neatishead Parish Council held on Thursday 20th April 2023 at 8.00pm at New Victory Hall, Neatishead**

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

Cllr Robert Hanger (Vice-Chair)

 Cllr Ben Mullard

Cllr Alex Craker

Cllr Jane Rutter

 Laura Bateman Parish Clerk

**Also present:** 2 members of the public were in attendance

# Apologies

Cllr Dianne Pickering - Neatishead Parish Council

Cllr Richard Price South - Smallburgh Division, Norfolk County Council

Cllr Gerard Mancini-Boyle -Hoveton & Tunstead Ward North Norfolk District 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 16th March 2023 were agreed.

Proposed Cllr Alex Craker, seconded Cllr Robert Hanger

# Public Speaking

1. County Councillor

The Clerk received a report from Cllr Richard Price stating that the County Council Leader, Cllr Andrew Proctor, has had to stand down from his position due to a serious health issue for which he is receiving treatment. At the AGM of the County Conservative Party on 20th April 2023 a new leader would be appointed.

District Councillors

The Clerk received a report from Cllr Mancini-Boyle providing details of the latest development average performance results. The past five weeks have been 80% and the 24 month average is a very encouraging 96.5%. He has contacted the NNDC planning team to make sure notification of planning applications are sent to the parish council when the District Councillor is notified. During the Easter break the bin collections are different due to the two bank holidays.

1. Public

The Chair granted a member of the public the opportunity to ask a question, they asked whether Neatishead Parish Council was having local elections this year, an explanation regarding the uncontested election result was provided.

# Matters Arising – TO RECEIVE UPDATES

1. School green grass cutting responsibility: -

The Highways team still had not responded regarding the responsibility of the grass cutting of the green opposite the school. It was suggested Cllr Richard Price was contacted to try and move the resolution of this matter forward. It was agreed that ABC Landscaping would do one cut per month and any additional cuts if and when required. Clerk to contact ABC Landscaping to ask for the cost per cut.

Proposed Cllr Alex Craker, seconded Cllr Ben Mullard

 **ACTION PARISH CLERK**

1. Website subscription fee: -

The website subscription fee had increased from £35 to £70 per annum. The Clerk confirmed that the website was adequate and reasonably user friendly. It was agreed to accept the increased cost.

Proposed Cllr Robert Hanger Seconded Jane Rutter

1. Agree new grants policy: -

A draft copy of a new grants policy had been circulated prior to the meeting. The policy was agreed subject to two minor changes. Firstly, at B) x to change ‘will’ to ‘may’ and secondly to include on the application form a tick box to confirm that the applicant has a business bank account.

Proposed Cllr Alex Craker, seconded Cllr Ben Mullard

 **ACTION PARISH CLERK**

1. Policy review- review all agreed policies: -

It was noted by the councillors that there were many policies that needed a full in-depth review. The relevance, wording and implication of the policies required thorough consideration before the review could be agreed. Cllr Alex Craker proposed that the policies were broken down into two or three each month to make it a more manageable task. Clerk to divide policies and distribute appropriately. **ACTION PARISH CLERK**

1. Request for £500 grant from St Peter’s Church Neatishead: -

A request for a £500 grant had been made by St Peter’s Church Neatishead to help pay for the upkeep of the graveyard. It was noted that the churchyard was very well maintained and this was a benefit to the local community. Concerns were raised about the council’s stretched budget and that the reserves were lower than the recommended level, so any grant given would have further impact on this. A discussion was held about the financial position of the church and The Clerk advised that the graveyard was an open graveyard which would generate income at burials.

It was noted that the full cost of the graveyard maintenance was £770 which would predominantly be covered by the grant. It was agreed that £250 of the grant requested would be agreed now. It was discussed that the cost of the maintenance seemed disproportionate expensive to what the parish council paid for the groundskeeping within the village. Councillors requested that The Clerk ask for receipts from last year to support the application. If receipts are provided by the church, then a further discussion will take place at July’s meeting as to whether a further £250 can be granted. This will also ensure that the parish council’s finances remain within the budget for the next three months.

Proposed Cllr Jane Rutter Seconded Cllr Ben Mullard **ACTION PARISH CLERK**

# Maintenance

|  |  |  |
| --- | --- | --- |
| LOCATION | ISSUE | PROGRESS |
| Parish council car park | Posts are rotting and old | Temporary wooden posts have been sourced at no cost. Clerk to request quote from ABC for installation |
| Staithe | holes in ground causing trip hazard | Cllr A Craker to speak with resident where the hole is crossing boundary, to discuss options of how to fix this issue |
| Staithe | rotting wood and tree causing hazard | Further inspection to be made |
| Staithe | tap improvement | The tap works but does not have a back up valve in case of failure. Cllr B Mullard to discuss with plumber |
| Allotment | broken fence  | To be removed |

# Planning

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

1. Email from M W Whites including Annual Duty of Care non notifiable waste transfer note, for the recycling bin situated in the parish council car park next to New Victory Hall. It was proposed that the next article for NIB asked residents to use the glass recycling bin on the parish car park at the village hall, so that the council can claim recycling credits. **ACTION PARISH CLERK**
2. Letter received from ex-employee of New Victory Hall notifying of claim action against New Victory Hall. Copy of claim form included with the letter.

# Financial matters

Main Account – Balance as at 13/04/2023 £248.37

Saving Account – Balance as at 13/04/2023 £2,995.30

 **Income**

 03/04/2023 Allotment Rent £22.00 11/04/2023 Interest £2.33

 **Payments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 27/03/2023 |  | Anglian Water | Water | £38.00 |
| 04/04/2023  |  | L Bateman  | Salary/Expenses | £361.47 |
| 04/03/2023 |  | NNDC | Solicitor fee | £643.00 |
| 01/03/2023 |  | NPTS  | Subscription | £100.47 |

1. To consider payment of the following:
2. L Bateman Salary Mar– Apr ‘23 30 hours @£14.48 £434.44
3. L Bateman Phone/WFH allowance/stamps £19.39
4. Countrystyle Recycling Disposal of mixed glass £9.50
5. Countrystyle Recycling Disposal of mixed glass £12.00
6. New Victory Hall Room hire March £19.00

 All agreed to be paid

 Proposed Cllr Michael Godfrey Seconded Cllr Robert Hanger

#  Staithe

a.Cllr Alex Craker had provided an update at the Annual Parish Meeting held immediately before this Parish Council Meeting. The update was agreed to be sufficient for this agenda item.

b. The funding for the play equipment was still ongoing. The Clerk had established that The Monkey Challenge wall was maintenance free which had been a concern at the previous meeting. It was agreed the next step was to create a Facebook post to see if there was community support for such a venture. **ACTION PARISH CLERK**

# Play Area

None

# OTHER matters

None

# Date of Next Meeting

Thursday 18th May 2023 at 7.30pm New Victory Hall, Neatishead, commencing with the Annual Parish Council Meeting

The meeting closed at 9.25pm.

 **CHAIRMAN**