

ERPINGHAM with CALTHORPE PARISH COUNCIL

Clerk to the Council: Martin K Campbell Well Cottage, High Street, Southrepps, Norwich, NR11 8AH

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Minutes of the Annual Meeting of the Council

held on Wednesday 14th May 2025

Present: Mr Glen Carr, Mr Rob Goodliffe (Chairman), Mr Bill Goreham, Mr Stephen Green, and Mr Alan Witham; and one member of the public

1. In the chair Mr R Goodliffe welcomed all present; apologies were received from Mr Gerry Cox, Mr Richard Reeve, Cllr S Penfold (NCC) and Cllr J Toye (NNDC).

2, Appointment of Chairman; following a proposal from GCa, seconded by AW, Mr R Goodliffe was re-elected as Chairman, nemcon; he signed his Declaration of Acceptance of Appointment.

2.1 Appointment of vice-Chairman; AW proposed Mr G Cox as vice-Chairman and this was agreed. Under member responsibilities WG would continue with SNAP, the SAM2 sign and the defibrillator as well as liaising with the MUGA group; Village Hall – meeting liaison would be by rotation; GCa would continue to check the play area. PC governance – RG.

3. Declarations of interest - none

4. Finance:

4.1 The Council adopted the Accounts for 2024-2025, proposer WG all in favour. The accounts and Cashbook were signed by the Chairman and Clerk. The Clerk would check that the asset register is up-to-date.

4.2 The Council received the Annual Report of the Internal Auditor for 2024-25, proposer SG, all in favour. There were no items or issues for further consideration by the Council.

4.3 The Council approved the AGAR Section 1 (the Annual Governance Statement 2024-25), proposer SG, all in favour. The form was signed by the Chairman and Clerk.

4.4 The Council approved the AGAR Section 2 (the Accounting Statements 2023-24), proposer WG, all in favour. The form was signed by the Chairman and Clerk.

4.5 The Council re-appointed Roger Canwell as Internal Auditor for the current year, proposer GCa, all in favour.

4.6 The Council re-appointed the Clerk as Responsible Financial Officer, proposer WG, all in favour.

4.7 The Council reviewed the budget for 2025-2026, and it was adopted, proposer AW, all in favour.

4.8 The Council approved en bloc the following payments due, proposer SG all in favour:

Ewing, payroll service	£130.80	(cheque 0763)
Erpingham PCC (for KIT)	£100.00	(0764)
Roger Canwell, internal audit fee	£50.00	(0765)
A J Gallagher Insurance, premium	£1516.74	(0766)
Erpingham Village Hall, room hire	£69.00	(0767)
Clerk's salary payslip [Apr, May],	£378.19, £378.19	SO's

The cheques were signed.

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5. Minutes of previous meetings

5.1 The Council approved the minutes of the Ordinary Meeting of the Council held on March 12th 2025, proposer AW, all in favour

5.2 The Council approved the minutes of the Annual Parish Meeting held on April 9th 2025, proposer GCa, all in favour.

5.3 Matters arising – there had been no further response from NCC re the ‘milestone’. NNDC had forwarded the refund due for the bin collections last year [£290.50], the VAT reclaim had been received [£201.57] and the first half precept had been received [£6985.00]. From the APM the Clerk would make contact re the suggestion for display boards at the Village hall and the suggestion that there could be a 20 mph limit introduced would be for the next agenda.

6. Planning - no business.

7. Play Area

7.1 Health and Safety report/maintenance update – GCa reported no issues and the log book was signed off. With no issues being common it was proposed by WG that the inspections be formalised at fortnightly, agreed, all in favour.

7.2 Minor repairs –the Clerk had contacted a contractor and awaited their quote; he would chase this up as well seeking alternatives.

8. New path project – the Chairman indicated that he would prepare a specification for part 1 of the project, the path itself. This would allow quotations to be sought. Part 2 would include ancillary items (seats, bins etc) and there was a possibility of an offer to place a memorial seat.

9. Reports

9.1 Members' Reports

AW reported on the success of KIT.

WG reported on the SNAP meeting, the SAM sign, the defibrillator, and that the MUGA would be resurfaced. He advised that the Friends of Calthorpe Church and the MUGA group had sent letters of thanks for recent grants. He reported that the verges on Eagle Road were becoming overgrown so the Clerk would contact K Richardson.

RG proposed a defibrillator for Calthorpe.

9.2 Clerk's Report

The Clerk alerted the Council to the need to have a generic ‘.gov’ email address which he would addressing in due course with Norfolk ALC. He gave his holiday dates. The next meeting is on July 9th 2025.

In open business the inconsistency of the postcode for the Village Hall area was raised. With no other business the meeting closed at 20.30.

Signed Chairman July..... 2025