

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 9th May 2012 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr R Daniels, Mr B Foord, Mr R Goodliffe, N Smith (Chairman),
Mr A Witham and 1 parishioner.

1. The Chairman welcomed those present with apologies being received from G Thorne.

2. Procedural items

2.1 Election of Chairman – following a proposal from AW, seconded by BF, N Smith was elected Chairman nemcon.

2.2 The Chairman made and signed his Declarations of Acceptance.

2.3 Election of vice-Chairman – following a proposal by AW, RG was elected vice-Chairman nemcon.

2.4 Representatives for the following were agreed: Griffon Partnership (NS);
Village Hall Committee (RG); Erpingham School (RD)

3. Declarations of interest – NS and DC re item 4.6 (payments)

4. Finance

4.1 The Accounts for 2011-2012 had been circulated to members and were adopted, proposer RG, all in favour.

4.2 Sections 1 and 2 of the Annual Return 2012 had been circulated to members and were approved, proposer DC, all in favour.

4.3 The latest budget for 2012-2013 had been circulated to members and was adopted, proposer DC, all in favour.

4.4 Mr K Benford was re-appointed as the Internal Auditor for 2012, proposer DC, all in favour.

4.5 The Clerk was re-appointed as Responsible Financial Officer for 2012, proposer RG, all in favour.

4.6 The following payments due were approved, proposer RG, all in favour:

- Anglia Bowls, new carpets	£1063.80	(cheque 0327) *
- NALC, annual premium	£130.49	(0328)
- D Clayton, car park materials	£26.33	(0329)
- Broker network Ltd, insurance	£277.55	(0330)
- N Smith, D/Jubilee bunting	£18.00	(0331)
- S and M Supplies, sign post	£177.60	(0332)
- Erpingham Village Hall, grant	£300.00	(0333)

The cheques were signed. (* signed outside the meeting)

5. The minutes of the Annual Parish Meeting and the Ordinary Meeting of the Council held on Wednesday 14th March 2012 were approved, proposer DC, all in favour, and signed.

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page 2

6. Matters arising

6.1 NCC - Highways matters; HGV sign – RD advised that work had been held up due to an incorrect positioning instruction. The Clerk would follow this up, along with potholes on Eagle Road and visibility issues at the filling station.

6.2 Village signs – the Clerk had completed the ‘street furniture’ application for NCC for Erpingham and was in negotiation with them regarding the installation of the sign. DC had ordered the post and described the manufacturing process which was in hand. Final costs were not yet known. RG advised of good progress in Calthorpe with a seat at the church and the sign being between bridge and bend; the Clerk would complete a ‘street furniture’ application.

6.3 Parish Council website – the Clerk was progressing this and RG gave the Clerk a possible volunteer to administer the site; the Clerk would contact him.

6.4 Footpaths – the Chairman gave an update from GT on footpath monitoring and asked the Clerk to ask NCC about Blacksmiths Lane which was down to 18” width in places.

7. Planning

7.1 Erpingham Lodge Farms, reservoir (2011/1381) – the Council had no objection and the notification process had been deemed completed.

7.2 B Mackintosh, s/storey extension, Erpingham Lodge (2012/0245) – the Council had no objection

7.3 Extensions at Laurel Cottage, School Road (2012/0197) – development permitted

8. Clerk’s and Members’ Reports

8.1 Clerk’s report – the Clerk advised that the end-of-year PAYE Return had been completed satisfactorily and that both the first half precept and the VAT reclaim had been received. He had had banked a £200 Diamond Jubilee award from NCC, to be used on the Village signs. He would be preparing the Annual Report shortly.

8.2 Members’ reports –

BF asked about the official unveiling of the Erpingham sign. The Chairman explained the program over the Diamond Jubilee week-end with a Barn dance, Sunday lunch, Open Gardens and the sign unveiling.

DC advised of a source of refreshments for the D/Jubilee celebrations.

AW advised of a MUGA meeting at the Erpingham Arms on 17/5.

NS raised his concern about the grounds maintenance by NNDC of the field next to the playing field; he would follow this up as District Councillor.

In open business comment was made by a member of the public about NCC highways works which had removed a hedge in Calthorpe. The meeting closed at 20.55.

Signed

Chairman

Date July 2012