

# ERPINGHAM with CALTHORPE PARISH COUNCIL

Clerk to the Council: Martin K Campbell Well Cottage, High Street, Southrepps, Norwich, NR11 8AH  
Telephone: 01263 834551 E-mail: nnparishes@tiscali.co.uk

## Minutes of the Ordinary Meeting of the Council held on Wednesday 10th July 2013 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr R Daniels, Mr B Foord, Mr R Goodliffe, Mr N Smith (Chairman),  
Mr P Watson, Mr A Witham and 1 member of the public.

1. The Chairman welcomed everybody; apologies from Mr G Gladden, and Cllr J Timewell (NCC).
2. Declarations of interest – AW as member of the MUGA project team.
3. The minutes of the Annual Parish Meeting and the Annual Meeting of the Council held on May 8th 2013 were approved, proposer DC, all in favour, and signed.
4. Matters arising
  - 4.1 NCC - Highways matters – DC and the Clerk had had discussions with the Highways Engineers about the provision of kerbing on The Street to prevent water run-off. The Clerk was asked to follow this up.
  - 4.2 Village signs (Calthorpe) – nil further; the Clerk confirmed that NC had authorised the chosen location.
  - 4.3 Footpaths – a waste dumping incident had been reported to NNDC.
  - 4.4 Community speedcheck – the Clerk read the advice from PCSO A Spinks.
  - 4.5 Village Information guide – this was now available on the Parish Council website.
5. Co-option to fill the vacancy on the Council – the Council had one request to join the Parish Council and the council agreed with RG's proposal that the Council co-opt Philip Watson. PW made and signed his Declaration of Interest, and joined the Council.
6. Planning
  - 6.1 N Palmer, extension/porch, 16 The Street, Calthorpe (2012/0636) – the amendment had been approved.
  - 6.2 Erpingham with Calthorpe PC, MUGA variations (13/0673) – the Council had no objection.
  - 6.3 Mr Mrs Gaskins, roof alteration at 1 Birch Court (13/0042) – the Council had been advised that this application would go before the Planning Committee with a recommendation to approve, with conditions.
  - 6.4 Mr W Couzins, annexe change to holiday accommodation, Field View, Eagle Road (13/0371) – change permitted.
  - 6.5 Mr G S Cox, garage block & studio, The Limes, The Street, Erpingham (13/0383) – development permitted.
7. Finance
  - 7.1 Finance report - the Clerk confirmed that the internal audit had been completed satisfactorily and that he had submitted the Annual Return to the external auditor; he

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asked the bank signatories to authorise funds transfer to facilitate payments due which was duly signed. He would be submitting a VAT claim in due course.

7.2 The following payments due were approved en bloc, proposer AW, all in favour:

- NNDC, MUGA application [1]	£48.50	*	(cheque 0356)
- NNDC, MUGA application [2]	£97.50	*	(0357)
- UK Power Networks, electricity supply	£4698.43	*	(0358)
- K Benford, internal audit	£25.00		(0359)
- NORSE, grass cutting	£339.22		(0360)
- NNDC, annual report printing	£33.60		(0361)
- NNDC, Chairman's letter printing	£16.80		(0362)
- N Wilkins, install defibrillator	£153.12		(0363)
- Clerk's time (MUGA)	£224.35		(0364)
- Safe and Sound, MUGA first instalment	£31,200.00		(0365)
- NNDC, dog bin emptying	£93.60		(0366)

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

## 8. Multi-Use-Games-Area (MUGA) project

8.1 Village Hall Committee agreement – this had been circulated to members and the Council discussed the proposed 'agreement'. The Council recognise the need to formalise responsibilities arising from the MUGA and felt that a 'Memorandum of Understanding' should be prepared. This would set out the Council's obligations in managing the MUGA, and AW stressed that running costs should not impact the precept.

8.2 MUGA administration – a paper on this had been circulated to members and the Council welcomed this contribution which had so clearly identified areas for action. Details would need further discussions.

8.3 Other MUGA details – a letter from the Chairman about the MUGA construction had been delivered to all households. AW advised that the electricity supply works were scheduled for 9/9, with a connection on 11/9. The MUGA team would solicit quotes for supply, for which the Parish Council would be the customer. The Clerk was asked to contact the Council's insurers to identify the cover required.

## 9. Clerk's and Members' Reports

9.1 Clerk's report - in his report the Clerk advised that the Annual Report had been distributed to all villagers with the help of the Chairman. He confirmed that the CEO and Leader of NNDC would attend the Council meeting in November when there would be an opportunity for members to put to them issues of concern in the parish where NNDC can have an impact.

### 9.2 Members' reports –

DC asked about grass cutting around the edge of the playing field.

AW raised the issue of an overgrowing hedge in Calthorpe.

PW asked that Keeping-in-Touch calendar be included on the website.

The meeting closed at 21.10

Signed .....

Chairman

Date..... September 2013