

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 11th September 2013 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr R Goodliffe, Mr N Smith (Chairman), Mr P Watson, Mr A Witham;
in attendance G Gladden (MUGA) and 1 member of the public.

1. The Chairman welcoming those present received apologies from Mr R Daniels, Mr B Foord and Cllr J Timewell (NCC).

2. Declarations of interest – AW as member of the MUGA Group.

3. The minutes of the Ordinary Meeting of the Council held on July 10th 2013 were approved, proposer DC, all in favour, and signed.

4. Matters arising

4.1 NCC - Highways matters; the Clerk had received notification from NCC that they would undertake some remedial work on The Street to reduce the risk of flooding of gardens.

4.2 Village sign/Calthorpe – RG advised that production of the sign was going well and asked DC to plan the oak post, which he undertook to progress.

4.3 Footpaths – the Clerk had been asked by NCC to contact a landowner about the reinstatement of a footpath. NS had followed up on a report of an inoperable gate latch.

5. Planning

5.1 Mr Mrs Gaskins, roof alteration at 1 Birch Court (13/0042) – application refused.

5.2 Erpingham with Calthorpe PC, MUGA variations of conditions 2, 11 (13/0673) – the application had been permitted

5.3 Erpingham with Calthorpe PC, MUGA variations of construction, conditions 4, 6 (13/0303) – the conditions had been discharged.

5.4 Conservatory to orangery, Corner Cottage, Chapel Road (13/1039) –on circulation.

6. Finance

6.1 Finance report – the Clerk confirmed that the VAT claim for the first quarter had now been received; he advised that the External Audit had been completed with only a comment on the rules for depreciation for the Council's attention; there would be an increased audit fee to pay this year. He could report that Jemco had kindly agreed to make a payment to the Council each October for three years to contribute towards the MUGA running costs. The first cost had now been incurred for insurance with the MUGA going on risk from 13/9/13 – the additional premium being £308.45 this year and £433 in a full year.

6.2 Clerk's salary review (wef 1.4.13) – the Clerk had circulated the award details and the Council approved the 1% increase in the hourly rate. A letter to the bank to amend the Standing Order was signed.

6.3 The following payments due were approved en bloc, with all in favour:

- Safe and Sound, MUGA Stage 5 (pt)	£24,000.00	(cheque 0367) *
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11.09.13

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- Clerk's expenses (Mar-Aug)	£288.01	(0368)
- Clerk's time (website, MUGA)	£64.65	(0369)
- HMRC, PAYE	£74.40	(0370)
- Safe and Sound, MUGA Stage 2	£12,000.00	(0371)
- Mazars, audit fee	£480.00	(0372)
- Safe and Sound, MUGA Stage 4	£10,164.00	(0373)
- G Gladden, electricity ducting	£99.89	(0374)

The cheques were signed (* signed outside the meeting). For future bills, bank signatories approved the transfer of a further £28,000.00 to the Council's current account.

7. Multi-Use-Games-Area (MUGA) project

7.1 Construction update/progress – the Council authorised the Clerk to sign an electricity supply agreement which GG would pass to E.ON. Sponsor sign locations for the MUGA and car parking were agreed, with a latter's estimate of £150 approx. the Clerk was asked to confirm the order with Jemco – DC would check/approve artwork proofs. NS had identified a source of trees, funded by DEFRA, for the planting programme. GG advised that the lower panels would be re-installed the following week.

7.2 Opening ceremony – to be carried out by Chris Goreham; regret advices were read out.

7.3 MUGA administration /Memorandum of Understanding/Terms off Use/ongoing issues

Both documents had been circulated to members and the Council were in broad agreement with them. PW undertook to review how the website can be enhanced for the MUGA.

8. Issues to be raised with NNDC at the November meeting – the Council reviewed some of the issues which concern the Council from time to time. These included:

- the administration and communication of precept variations
- the lack of consultation over the demise of the local bottle bank
- Council tax liability for the Bowls club
- use of NNDC land in the village
- the planning policy and its detrimental effect on small villages

9. Clerk's and Members' Reports

9.1 Clerk's report –PW is now an administrator for the parish website; the Clerk advised the Council of his holiday dates. NNDC had asked if the Council wished to be involved in the Review of the Standards Regime for Councillors. The Council would not be involved. He had advised about a parishioner concerned about speeding traffic between Erpingham and Calthorpe – from which the Clerk was asked to present a proposal to NCC that the priorities at the Calthorpe bend be changed.

9.2 Members' reports – AW asked the Clerk to contact the IDB about clearing the Thwaite common ditch. DC asked the clerk to contact the NCC about the overhanging hedge on the corner opposite the Erpingham Arms. NS advised that. As District Councillor, he had dealt with enquiries over construction works at the caravan site. The meeting closed at 21.15

SignedChairman

Date..... November 2013