

# 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 Ordinary Meeting of the Council

held on Wednesday 13th March 2013 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr R Daniels, Mr B Foord, Mr R Goodliffe, Mr N Smith (Chairman), Ms G Thorne, Mr A Witham and 7 members of the public.

1. The Chairman welcomed those present particularly the members of the MUGA project team.
2. Declarations of interest – AW as member of the MUGA project team.
3. The minutes of the Ordinary Meeting of the Council held on January 9th 2013 were approved, proposer DC, all in favour, and signed.

### 4. Matters arising

- 4.1 NCC - Highways matters – nil further, although the Clerk was passing a request to NCC for kerbing in The Street to reduce water run-off towards some houses.
- 4.2 Village sign – Calthorpe – the Clerk confirmed that he awaited NCC reply to the Street Furniture Application he had submitted.
- 4.3 Footpaths – nil further, but the finger post in The Street was awaited.
- 4.4 Parish council website – this now available and is being up-dated regularly.
- 4.5 Localism Act – DPI forms; the Clerk had now received forms signed by all members.

### 5. Planning

- 5.1 Mr Mrs Attew, shower block & 5 pitches, Little Haven Caravan Park (12/1282) – application permitted.
- 5.2 Mr Mrs Gaskins, roof alteration at 1 Birch Court (13/0042) – the Council had no objection; the Clerk had been made aware of a possible objection by a neighbour.
- 5.3 Mr Mrs Carr, extensions at 21 Jubilee Close (13/0185) – the Council had no objection.

### 6. Finance

6.1 Financial report - the Clerk had received a 'thank-you' letter from the CAB for the recent donation; the annual renewal with the ICO had been confirmed. PAYE was to go on to real-time input so would be another change for the Council; to obtain some bank interest the Clerk presented a letter of authorisation transferring MUGA funds between accounts; this was agreed following RG's proposal and an instruction is signed by two signatories.

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

- Clerk's expenses (Sep-Feb)	£181.33	(cheque 0351)
- Clerk's additional work	£56.63	(0352)
- HMRC, income tax due	£12.20	(0353)

The cheques were signed.

*The Chairman adjourned the meeting to hear views from those present, particularly the MUGA project team. The Chairman outlined progress to date and how the Parish Council role would*

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*impact the work in the future. It was stressed that the funds are for a capital project, should be ring-fenced and credit given to donors in any report; unspent monies would need to be returned. The project team had sought three quotations to comply with the Council's Financial Regulations and were to have an early meeting with the preferred contractor to prepare an agreed contract which would be circulated to all members and then put before the Council. Arrangements were in hand to allow all members to see a finished MUGA in Norwich. G Gladden would be the Project manager for the group and would be invited to all Parish Council meetings to ensure liaison. The Clerk would investigate the insurance options for the Council. The meeting resumed.*

7. Multi-Use-Games-Area (MUGA) project – the Clerk had prepared a short paper to brief the Council for this item.

7.1 Funding and VAT – the Clerk advised that the Council holds a fund of £101250 from six donors. On VAT previous practice of advice from HMRC is now not available but published Notices do give copious advice for Community projects; these have been studied and the conclusions are that the parish council as a Section 33 body can recover VAT as long as it is non-business activity. This view has been run by the VAT consultants used by most district authorities in the East of England, who have cautioned the Council to observe their responsibilities; they are available to give advice should claims for VAT meet any queries by HMRC.

7.2 Responsibilities of the Council – the Clerk advised that the Council must place the orders, receive the supplies, have the invoice addressed to the Parish Council, and pay bills from the Council's own funds. Accordingly following DC's proposal, it was agreed, nemcon, that the MUGA Project Group would continue to manage the project on a day-to-day basis, referring to the Council as necessary.

7.3 Long-term management implications these were identified as - *facility is managed by the parish council - insurance arranged by parish council - facility is the ultimate responsibility of the parish council - no charges for the MUGA*; from this it was clear that a MUGA group would need to continue to secure funding to ensure the project remains cost-neutral or the Parish Council must precept to cover its costs.

8. To consider the NNDC Energy Box – the Chairman described this initiative by NNDC to give a resource which helps householders to reduce their energy bills; the Clerk was asked to instruct NNDC to send the Energy box to NS as the Erpingham location. Villagers could then access the literature and guidance on request.

9. Clerk's and Members' Reports

9.1 Clerk's report - he advised there was a new programme of training for councillors if any members wished to attend. The next meeting would include the Annual Parish Meeting on May 8th, commencing at 7.00 pm.

9.2 Members' reports –

NS apprised the Council of the issues associated with the installation of a defibrillator at the Erpingham Arms.

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RG would advise the Clerk the date of the Village Hall agm in 2014 so this could be dovetailed with the Annual Parish Meeting. He indicated that he did not wish to continue as the Parish Council member on the Village Hall Committee.

AW advised that he would trim the Village Hall car park hedge.

In open business D Spencer publicised the forthcoming County Council elections on May 2<sup>nd</sup>. There being no further business the meeting continued in closed session for PART 2 business

10. Review of the Clerk's contracted terms (worked hours) – the Chairman stressed the uncertain nature of the MUGA project workload for the Council and the Clerk explained that this and the website were two new tasks. It was agreed, nemcon, by the Council that the Clerk could identify hours worked on these two items and present costs to the Council for reimbursement from time to time.

The meeting closed at 21.10.

Signed .....Chairman

Date..... May 2013