

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 Annual Meeting of the Council held on Wednesday 10th May 2017 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr G Cox, Mr R Goodliffe, Mr W Goreham, Mrs C King, Mr N Smith (Chairman); in attendance Cllr J Timewell (NCC) [pt-time] and 1 member of the public.

1. The Chairman, welcomed all those present; and apologies were received from Mr A Witham.
2. Procedural items:
 - 2.1 Election of Chairman: DC proposed Mr N Smith, seconded by GC. Mr N Smith was duly elected, nemcon.
 - 2.2 Declaration of Acceptance: Mr N Smith signed his Declaration of Acceptance
 - 2.3 Election of vice-Chairman: DC proposed Mr R Goodliffe.; Mr R Goodliffe was duly elected, nemcon.
 - 2.4 Representatives; these were agreed as follows:

MUGA - AW	Village Hall - NS	Management Audit - RG
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3. Declarations of interest - none
4. Finance
 - 4.1 To adopt the Accounts for 2016-2017 – these had been circulated to members and following a proposal by DC were adopted, nemcon. The Accounts and Cashbook were signed by the Chairman and Responsible Financial Officer.
 - 4.2 To receive the report of the Internal Auditor and approve Sections 1 and 2 of the Annual Return 2017 – the Clerk confirmed that the Internal Audit had been completed satisfactorily; Sections 1, 2 of the Annual Return had been circulated to members and following a proposal by GC that Section 1 be approved, all agreed, this was signed. Following a proposal by GC that Section 2 be approved, all agreed, this was signed.
 - 4.3 To review and approve the budget for 2017-2018 – this had been circulated to members and following a proposal from DC, it was approved, nemcon.
 - 4.4 Mrs R Calvert was re-appointed as the Internal Auditor for 2017-18 – proposer DC, all agreed.
 - 4.5 The Clerk was re-appointed as Responsible Financial Officer – proposer CK, all agreed.
 - 4.6 The following payments due were approved en bloc, proposer DC, all agreed:

- Keeping In Touch grant	£100.00	(cheque 0502) *
- E.ON, electricity	£63.65	(0503) *
- NALC, annual premium	£146.98	(0504)
- NPFA, annual subscription	£20.00	(0505)
- CGM, grounds (March)	£133.50	(0506)
- Came & Co, annual insurance	£868.63	(0507)
- R M Calvert, int audit	£40.00	(0508)
- K Richardson, grass cutting	£240.00	(0509)

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

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10.05.17

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The meeting was adjourned to allow Cllr JT (NCC) to receive the Council's congratulations on being re-elected as County Councillor and whilst he had no report (purdah period) he took on board the Council's concerns on highways issues – Lodge Lane and Scarrowbeck (potholes) as well as the common occurrence of signs being obscured. The meeting resumed.

5. The minutes of the Annual Parish Meeting, held on March 8th 2017 and the Ordinary Meeting of the Council held on March 13th 2017 were approved, proposed in each case by DC and signed.

6. Matters arising

6.1 NCC - Highways matters, footpaths; the Clerk and Council had reminded NCC about the Lodge Lane potholes.

6.2 Village sign – Calthorpe – RG confirmed that this was in production.

7. Planning

7.1 Broadland St Benedicts, 24 dwellings, Eagle Road (15/1461) – application permitted; the Clerk would circulate the Decision Notice so members can read all 24 conditions.

7.2 Storage container, Land N of Cromer Road, Ingworth (16/1705) – the Council had no objection.

7.3 R Goodliffe, Compasses House, Calthorpe, porch – (RG declared his interest) the Council had no objection.

7.4 Parish Council MUGA permission – variation in conditions; WG had kindly prepared a helpful report on the current position for which the Council was very grateful; the Clerk was asked to contact NNDC with the view to making an application for the hedge height stipulation to be varied to 1.5 m.

8. Clerk's and Members' Reports

8.1 Clerk's report - the Clerk confirmed that the September meeting date is on September 6th 2017 and he advised the members of his holiday dates.

8.2 Members' reports –

WG advised the Council that the Erpingham Hub had received a Community Project Award.

CK asked the Clerk to follow up on the caravan enforcement issue.

With no further business the meeting closed at 20.35

SignedChairman Date..... July 2017