

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: nparishes@tiscali.co.uk

Minutes of the Annual Meeting of the Council held on Wednesday 11th May 2016 in the Village Hall, Erpingham

Present: Mr G Cox, Mr R Goodliffe, Mr W Goreham, Mr N Smith, (Chairman), Mr A Witham;
in attendance: Cllr J Timewell (NCC) – pt-time and one member of the public.

1. The Chairman welcoming those present received apologies from Mr D Clayton and PCSO Alex Spinks.

2. Procedural items:

2.1 Election of Chairman; following a proposal from AW, seconded by WG that N Smith be re-elected Chairman, he was re-elected, nemcon.

2.2 Declaration of Acceptance by Chairman – NS signed his Declaration of Acceptance.

2.3 Election of vice-Chairman - following a proposal from WG, that R Goodliffe be elected vice-Chairman, this was agreed nemcon.

2.4 Responsibilities were agreed for - Village Hall Cttee : NS; management audit: RG.

3. Declarations of interest - none

4. Co-option of a member to fill Council vacancy – following a proposal by AW, Mr G Cox was duly co-opted to serve on the Council; following his Declaration of Acceptance Mr Cox joined the Council.

The meeting was adjourned to hear from Cllr JT who covered unapproved signage at the roadside, the devolution plan and the impact of a mayor for Cambridge, Peterborough, Suffolk and Norfolk and the recent change in leadership at NCC. The Chairman thanked JT for his contribution and he departed so the meeting resumed.

5. Finance

5.1 To adopt the Accounts for 2015-2016 - these had been circulated to members and following explanation were agreed nemcon, proposer RG, then signed.

5.2 To receive the report of the Internal Auditor and approve Sections 1 and 2 of the Annual Return 2016 - – the Clerk had arranged the audit and the report would be placed on circulation; Section 4 of the Annual Return had been signed off. The Council approved Section 1 of the Annual Return, proposer AW; then, the Council approved Section 2 of the Annual Return, proposer WG, all agreed.

5.3 To review and approve the budget for 2016-2017 - this had been circulated to members and following explanation was agreed nemcon, proposer WG.

5.4 Internal Auditor - the Council agreed to re-appoint Mrs R Calvert as Internal auditor for 2016-17, proposer AW, agreed nemcon.

5.5 Responsible Financial Officer - the Council agreed to re-appoint the Clerk as Responsible Financial Officer for 2016-17, proposer NS, agreed nemcon.

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5.6 Payments due were approved by the Council, proposer WG , all in favour:

- E.ON, electricity	£47.93	(cheque 0471) *
- NALC, annual premium	£143.39	(0472)
- NPFA, annual subscription	£20.00	(0473)
- Came & Co, annual insurance	£832.59	(0474)
- CGM, grounds (March, April)	£248.56	(0475)
- CGM, Bowls Club hedge	£360.00	(0476)
- R M Calvert, int audit	£40.00	(0477)

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

6. The minutes of the Annual Parish Meeting and the Ordinary Meeting of the Council held on March 9th 2016 were approved, proposer WG, all in favour. The minutes were signed.

7. Matters arising

7.1 NCC - Highways matters – the items from the previous meeting had been reported to NCC and a ranger visit is due. The Clerk would alert the NCC to excessive mud on the road from Calthorpe to Aldborough (outside the parish boundary).

7.2 Village sign, Calthorpe – RG advised that the project was in progress.

7.3 Anglian Water – results of their survey are awaited. The Clerk would make contact.

8. Planning

8.1 Mr Mrs P M Richardson, extensions, garage, 15 The Street, Calthorpe (16/0244) – development permitted.

8.2 Mr J Alston, 10 new dwellings, off Eagle Road (15/1587) – decision awaited.

8.3 Other planning business: (NNDC and NCC changes to consultation) - NNDC had indicated changes to the Planning process which would mean a degraded service for the parishes. He had protested to the NNDC and awaited a response. Its implementation would have cost implications for the Council if the Clerk is to provide the same service, which cannot be guaranteed.

9. Clerk's and Members' Reports

9.1 Clerk's report – the Clerk had received representation from the village hall committee about the unserviceability of the playing field during the winter – he would reply. He had received an invitation from the Upper Bure Valley partnership for their 24/5 meeting.

9.2 Members' reports –

RG asked about the viability of the website now Philip Watson was no longer available – the Parish Council element is unaffected.

AW advised the Council of plans to form a group to identify an archaeological site so children can experience 'a dig'.

There being no other business the meeting closed at 21.15.

SignedChairman Date..... July 2016