

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 14th September 2016 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), Mr A Witham; in attendance Cllr J Timewell (NCC)-pt/time, and 1 members of the public.

1. The Chairman welcomed all those present.

2. Declarations of interest – none

The meeting was adjourned and the Council heard from the NN Parish and Town Council Forum (Di Dann/Julie Chance). This was briefing about a new organisation, of Town and Parish Councils, set up to further the interests of the sector in North Norfolk. As a first issue the group was aiming to achieve a fairer distribution of the second homes council tax, of which the great majority is held back by NCC and NNDC so not available to Town and Parish Councils. The initial target is that 50% should be passed back to the parish. NS thanked the speakers for their attendance and the Council would add an item on the November agenda to allow the Council to formally support the Forum's aims. Cllr JT talked briefly about NCC affairs, namely budgets, the NDR, devolution with a local mayor and improving school standards. The meeting resumed.

3. The minutes of the Ordinary Meeting held on July 13th 2016 were approved, proposer DC , all in favour, and signed.

4. Matters arising

4.1 NCC - Highways matters; NCC had advised that gully cleansing had been carried out to address some of the flooding issues; the pothole in Lodge Lane had been filled. Cllr JT had kindly undertaken to raise two items of concern on highways matters.

4.2 Village sign – Calthorpe – RG advised that now the cold cast bronzing was in hand the timber could be procured which DC agreed to undertake.

4.3 Anglian Water – no further advice had been received.

5. Planning

5.1 M Marling, M Fines, new dwelling, off Chapel Road, Erpingham (16/0407) – application refused.

5.2 Mr G Gladden, access, Street Farm, The Street, Calthorpe (16/0587) – application permitted.

5.3 Mr R Barrow, s/s extension, Scarrow Beck House, Erpingham (16/1136) – the Council has no objection.

5.4 Mr R Barrow, alterations prior to 16/1136, Scarrow Beck House, Erpingham (16/1137) – the Council has no objection.

5.5 Other planning – NNDC had advised of October briefing sessions for Clerks so he would be attending on October 6th.

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6. Finance

6.1 Finance report – the Clerk advised that the External Audit had been completed with no issues for the Council’s attention; he had posted the Notice of Conclusion of Audit. From internal audit actions the Clerk issued a draft staff grievance procedure, for members to consider. The Norfolk CAB had asked for support, which would go to a future agenda. The Clerk had submitted a grant application to NALC under the Transparency Code grant scheme.

6.2 The following payments due were agreed and approved by the Council, proposer , all

in favour:	- E.ON, electricity	£29.48	(cheque 0482) *
	- CGM, grass cutting (Jun, Jul, Aug)	£367.21	(0483)
	- Clerk’s expenses (Mar-Aug)	£207.88	(0484)

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

7. Clerk’s and Members’ Reports

7.1 Clerk’s report - the Clerk advised his forthcoming holiday dates.

7.2 Members’ reports –

CK asked about a planning procedure which RG agreed to investigate and advise on.

Open meeting – Graham Gladden and WG gave an update on MUGA matters for which the Council was grateful and for NNDC NS advised that three senior officers were leaving to join Gt Yarmouth Council.

Part 2 business – (meeting conducted in the absence of the public)

Review of the Clerk’s hours in light of changes to the requirements of the job. This was the first review of the Clerk’s hours for 10 years and he expanded on the changes to Parish Council administration, particularly in respect of the Internet and website, the Information Commissioner, PAYE, the Pensions Regulator and the Transparency Code. The Council accepted that the workload had increased and following a proposal by AW, the Clerk’s weekly hours were increased by one hour to 6 hours per week, all agreed. A bank standing order mandate change was agreed and signed.

With no further business the meeting closed at 20.50.

SignedChairman Date..... November 2016