

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 Annual Meeting of the Council

held on Wednesday 16th May 2018 in the Village Hall, Erpingham

Present: Mr D Clayton, Mr G Cox, Mr R Goodliffe, Mrs C King, Mr N Smith (Chairman).

1. The Chairman welcomed all those present and apologies were received from Mr W Goreham.

2. Procedural items:

2.1 Election of Chairman – following a proposal from RG, seconded by CK, Mr N Smith was re-elected Chairman, nemcon.

2.2 Declaration of Acceptance – Mr Smith signed his Declaration of Acceptance.

2.3 Election of vice-Chairman – proposal by DC, Mr R Goodliffe was re-elected, nemcon.

2.4 The Council agreed responsibilities for

Council compliance – RG, WG (sub GC) Village Hall - NS SAM sign – WG, GC, RG

3. Declarations of interest - none

4. Finance

4.1 Accounts for 2017-2018 – these had been circulated to members and were approved, proposer CK. The Cashbook was signed by the Chairman and Clerk.

4.2 To approve and sign the AGAR Certificate of Exemption – the Clerk explained the new procedure for Audit and following a proposal from RG, the Certificate was signed

4.3 The Annual Report of the Internal Auditor 2017/18 had been circulated to members with no issues. The Council approved the Sect 1 of the Annual Governance Statement for 2017/18, proposer GC, all agreed; the Council approved the Sect 2 Accounting statements for 2017/18, proposer GC, all agreed. The documents were signed.

4.4 The Council re-appointed Mrs R Calvert as the Internal Auditor for 2018-19, proposer CK, all agreed.

4.5 The Council re-appointed the Clerk as the Responsible Finance Officer for 2018-19, proposer RG, all agreed.

4.6 To review and approve the budget for 2018-2019 - this had been circulated to members and after discussion were approved, proposer DC, all agreed.

4.7 The following payments due were approved en bloc, proposer DC, all agreed:

- E.ON, electricity	£82.20	(cheque 0538) *
- NALC, subscription	£179.79	(0539)
- Morston pc, training	£19.23	(0540)
- R M Calvert, int audit	£45.00	(0541)
- Erpingham PCC, grant	£500.00	(0542)
- Came & Co, insurance	£963.39	(0543)

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

- Bowls Club hedge cut – the Council agreed to pay a contribution of £100, proposer CK, all agreed. - *Income items – first half precept £4250; VAT Claim £160.59*

4.8 Clerk's pay - the Clerk had circulated the salary adjustments as given in the National

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Salary Award 2018 and the Council approved the Standing Order amendments for the Clerk's pay: - Standing Orders, Clerk's pay £267.01 (April) £274.63 (May) £270.86 (June)

5. The minutes of the Annual Parish Meeting and the minutes of the Ordinary Meeting of the Council both held on March 14th 2018 were approved, proposer CK, all agreed, and signed.

6. Matters arising

6.1 NCC - Highways matters, footpaths - the highways items from the last meeting had been passed to NCC for action; the Clerk had relayed a parishioner request for the gulleys in The Street to be cleared – this is due shortly. RG and the Clerk had met with a resident in Lodge Lane and RG briefed the Council on possible improvements (verge path, warning signs), which the Clerk would discuss with NCC; costing would be needed.

6.2 Village sign – Calthorpe – this had now been completed. The Council were thankful to RG and DC for their contribution and particularly grateful to three members of the public who had worked on the project. The Clerk would write notes of thanks.

6.3 MUGA/play area inspection – the Clerk had ordered an inspection of both during the Summer; village hall car park – NS explained the issues associated with the overflow area and whilst the Council would monitor the situation it was agreed that any remedial measures were not justified by the likely cost.

7. Planning – no business

8. Council business

8.1 To agree that the Chairman sign the Clerk's revised contract as agreed in March - the Council asked the Chairman to sign the revised contract, proposer DC, all agreed.

8.2 Erpingham with Calthorpe Parish Council's GDPR Policy - – the Clerk had circulated a policy which was adopted, proposer DC, all agreed.

9. Reports

9.1 Clerk's report - – the Clerk had attended a Clerk's training day and a course on GDPR – he had circulated information to members and explained that the new processes needed will take some time to be established. He recommended that the Council defer the decision on the NALC offer of a 'central' DPO, which the Council concurred with. He advised that all members of the Council will be bound by the new law and recommended that training should be undertaken by all members as the subject is complex.

9.2 Members' reports –

GC asked the Clerk to report the potholes on The Street near the A140 to NCC.

DC advised that the new dog bin would be installed shortly.

DC pointed out that the 'Erpingham Arms' sign on the A140 directed traffic to a closed pub.

NS advised that a new volunteer would be needed to look after the defibrillator.

With no further business the meeting closed at 21.20.

SignedChairman Date..... July 2018