Minutes of the First Meeting of the Council held on Wednesday 8th May 2019 in the Village Hall, Erpingham

Present: M/s B Goodrum, Mr R Goodliffe, Mr W Goreham, Mrs J Holmes, Mr N Smith (Chairman), Mr A Witham, and 1 member of the public.

1. Chairman Norman Smith welcomed all those present, with apologies received from Mr G Cox, Cllr J Toye (NNDC)
2. Procedural business:

2.1 Election of Chairman Mr N Smith - nominated by WG, seconded by JH, Mr N Smith was re-elected Chairman, nemcon

 2.2 Declaration of Acceptance – Mr Smith and members made their Declarations of Acceptance, receiving dispensation for financial decisions and NNDC interests documentation..

 2.3 Election of vice-Chairman – AW proposed Mr R Goodliffe as vice-Chairman and he was elected, nemcon

 2.4 Responsibilities were agreed for: *Council compliance RG, JH; SAM sign (WG); SNAP (WG)*

1. Declarations of interest - none

4. Finance: 4.1 To adopt the Accounts for 2018-2019 - these had been circulated to members and were adopted, proposer RG, all in favour. The cashbook was signed.

 4.2 To approve and sign the AGAR Certificate of Exemption – this was proposed by RG, all in favour, and signed.

 4.3 To receive the Annual Report of the Internal Auditor 2018/19 – a summary had been circulated to members and was accepted, to be reviewed at the July meeting.

 4.4 To approve Section 1 of the Annual Governance Statement 2018/19 - further to item 4.3 this was agreed by the Council, proposer WG, all agreed and signed.

 4.5 To approve Section 2 Accounting statements 2018/19 – this was approved, proposer RG, and signed.

 4.6 To re-appoint the Clerk as Responsible Financial Officer – the Clerk was re-appointed as RFO, proposer RG, all agreed.

 4.7 To review and approve the budget for 2019-2020 – this had been circulated to members and was approved, proposer AW, all agreed.

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 4.8 To following payments due were approved en bloc, proposer AW, all in favour:

 - E.ON, electricity £77.07 (cheque 0574) \*

- NALC, subscription £187.64 (0575)

 - R M Calvert, internal audit £45.00 (0576)

 - Norfolk PTS subscription £90.00 (0577)

- Came & Co, insurance £952.43 (0578)

- K Richardson, grass cutting £120.00 (0579)

 - Clerk’s pay (Apr, May) £277.12, £276.92 SO’s

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

5. The minutes of the minutes of the Annual Parish Meeting (proposer AW) and the Ordinary Meeting of the Council (proposer AW) held on March 13th 2019 were approved and signed.

6. Matters arising

 6.1 NCC - Highways matters/Lodge Lane/grit bin/tree; Lodge Lane would be monitored; AW kindly agreed to reposition the grit bin; the Clerk would go back to NCC about the overhanging tree in School Road and advise them of the broken surface at the exit of The Street at the A140. The Clerk would contact Cllr JT (NCC) about a briefing for the Council on the highways improvements to be expected following the new development in Eagle Road.

 6.2 NNDC - nil further.

7. Planning – no business

8. Reports

 8.1 Clerk’s report – the Clerk gave his holiday dates; the Council agreed to amended meeting dates for **TUESDAY 9th July at 6.30 pm** and **TUESDAY 10th September at 6.30 pm**; the Clerk read a letter from the Village Hall secretary about the children’s play area which would be acknowledged and be an item for the July meeting.

8.2 Members’ reports –

WG gave a SAM report, School Road having only a 71% compliance.

WG gave a SNAP report with Cromer issues and speeding being priorities.

WG passed on the thanks from the Calthorpe church ‘friends’ for the £500 grant.

AW asked about attendance by principal authority members.

BG advised the Council that a clothes bank would be installed at the Village Hall to raise school funds.

In open meeting the Council heard views on the historic responsibilities for the play area. With no further business the meeting closed at 20.45.

Signed ......................................................Chairman Date......... July 2019