

# 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: erpwcalpc@btinternet.com

## Minutes of the Annual Meeting of the Council

held on Wednesday 11th May 2022

Present: Mr G Cox, Mrs J Holmes, Mr R Goodliffe (Chairman), Mr W Goreham,  
Mr S Seagrove, Mr A Witham, Mr D Witham

1. Mr Rob Goodliffe welcomed all present; apologies for absence were received from Cllr J Toyne (NNDC).

2. Appointment of Chairman; following a proposal from WG, seconded by JH, Mr R Goodliffe was re-elected as Chairman, nemcon; he signed his Declaration of Acceptance of Appointment.

2.1 Appointment of vice-Chairman; AW proposed Mr G Cox as vice-Chairman and this was agreed. Under member responsibilities WG agreed to continue with SNAP, the SAM2 sign and the defibrillator as well as liaising with the MUGA group; Village Hall – liaison would continue as required; JH would continue to check the play area. PC governance – RG.

3. Declarations of interest – none

#### 4. Finance

4.1 The Council adopted the Accounts for 2021-2022, proposer GC, all in favour. The accounts and Cashbook were signed by the Chairman and Clerk.

4.2 The Council received the Annual Report of the Internal Auditor for 2021-22, proposer GC, all in favour. There were no items or issues for further consideration by the Council.

4.3 The Council approved the AGAR Section 1 (the Annual Governance Statement 2021-22), proposer JH, all in favour. The form was signed by the Chairman and Clerk.

4.4 The Council approved the AGAR Section 2 (the Accounting Statements 2021-22), proposer AW, all in favour. The form was signed by the Chairman and Clerk.

4.5 The Council re-appointed Roger Canwell as Internal Auditor for the current year, proposer GC, all in favour.

4.6 The Council re-appointed the Clerk as Responsible Financial Officer, proposer RG, all in favour.

4.7 The Council reviewed the budget for 2022-2023, and it was adopted, proposer WG, all in favour.

4.8 The Council approved en bloc the following payments due, all in favour, proposer RG

HMRC, paye	£165.00	(cheque 0671)
Norfolk ALC, training course	£30.00	(0672)
Roger Canwell, int audit fee	£40.00	(0673)
Cozens, MUGA lights	£4954.14	(0674)
K Richardson, grass cutting	£432.00	(0675),
A J Gallagher Insurance, premium	£1229.03	(0676)
Clerk's salary payslips [Mar, Apr]	£334.98, £289.38	SO

The cheques were signed.

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5. The Council approved the minutes of the Ordinary Meeting of the Council held on March 9th 2022, proposer WG, all in favour

5.1 Matters arising: (Highways) School Road conditions – the Clerk had contacted NCC requesting an inspection and a response is awaited. He would contact NCC about defective pothole repairs on The Street.

(Seating/tables outside Village Hall) – the Village Hall committee had confirmed their preferred location and the site had now been prepared. The Clerk would progress the order for two picnic tables and a new bin.

## 6. Planning

6.1 Lees Farmhouse, Dark Lane, Erpingham, extension, garage (22/0965) – the Council has no objection.

6.2 Other planning matters – enquiries would be made with the District Councillor re the dog exercising area by the village hall; also the current position re the Alby Horseshoes PH.

7. To consider one co-option to fill the vacancy on the Council – the Council had received an application from Mr S Seagrove and he was proposed for co-option by DW, all agreed. Mr Seagrove signed his Declaration of Acceptance and joined the Council.

8. Play Area – safety report – JH would resume weekly checks  
– remaining refurbishment – benches, lottery signs, a picnic bench outside and possible sign refurbishment were next priorities; also the tower fixing screws and the gate needed to be monitored.

## 9. Reports

### 9.1 Members' Reports –

WG advised that the MUGA group would issue a lighting completion press release

AW advised the Jubilee events were in preparation and that St Mary's was starting an organ restoration fund appeal. He suggested that the responsibility for hedge maintenance around the playing field should be clarified.

DW advised that he was in touch with the Norfolk Ponds Project to establish if the pond on The Street would qualify for their works.

9.2 Clerk's Report – the next meeting is scheduled for July 13<sup>th</sup> 2022.

With no other business the meeting closed at 20.35.

Signed .....Chairman Date.....July 2022