



Minutes of the Meeting of the Parish Council

7th December 2022, 7.30pm

Burgh St Peter Village Hall

PRESENT: Cllrs A. Godsave, Dr P. Harrison (7.40pm), K. Kennedy-Hill (7.35pm), M. Tansley, and T Wright.

Also in Attendance: Tina Newby (Clerk)

Members of the public attending: none

1. **Apologies** – No apologies to consider.
2. **Declarations** – No additional information. It was noted that Cllr Tansley would like to update his records.
3. **Minutes** – The minutes of 2nd November 2022 were agreed as being an accurate record of the meeting. Proposed by Cllr Godsave and seconded by Cllr Tansley. All that were present at this meeting agreed.
 - Matters arising from these Minutes.
 - Item 6 Highways – The Clerk reported that she had spoken to the Highways Engineer, and he has requested a list of the issues. **Action Clerk** to provide this information.
 - Item 7 Parish Lands – memorial plaque update. The Clerk reported that she had not received any plaques. **Action Clerk** to chase this up.
 - Item 7 Parish Lands – Litter Pick. *Await South Norfolk Litter Pick date – still ongoing.*
4. **Adjournment** – Adjournment not needed; no members of the public were present.
5. **Planning** – None at time of published agenda
6. **Highways** – Updates to be discussed.
 - Update and agree the Parish Partnership Speed Awareness Machine 2023/2024. The total cost of the portable SAM2 with SLOW DOWN legend, including 2 batteries, charger, one bracket and a set of clamps, £2,940. Data collection unit, spare brackets would bring the total up to £3,423. The Parish Partnership fund, if successful would grant 50% of the total costs. Three locations were listed as being the area the Parish Council would like addressed:
 - Rectory Road near the entrance to the junction of Wheatacre.
 - Three Gates Wood, by the entrance on Rectory Road, and
 - Station Road before the Station Bridge, near Barrett Car and Vans Sales.Proposed by Cllr Kennedy-Hill and seconded by Cllr Tansley. **Action Clerk** to send the paperwork off to Highways before 9th December 2022.
 - A Councillor reported that there were some overgrown hedges on the road of Elms Barn Storage and Elms Barn. The area which needs cutting back runs along the C388, from the junction with Elms Road through to the start of the 40mph speed limit in the Bew Cut. The Clerk was given some contact details of residents to contact. **Action Clerk** to contact these people and politely request that they cut back their overhanging trees and shrubs to give a 1 metre border from the road.
 - There was no additional knowledge of the Solar Park.

Parish Land – Discuss and agree any actions:

- Update on the costings for the Two Oaks on The Cut. This has definitely been confirmed with DW, await quotes. It was noted that the Oak Trees will need to be planted by February 2023. The previous Oak trees were planted in blue clay, therefore, there is a need to use a small digger to dig the holes deeper.
- Update on the Information Board at Boons Heath – No update as yet.
- Update on outstanding quotes from DW – **Action Clerk** to collate a list and send to DW. Some of these are:
 - Tidy the plants and weeds around the pond
 - Clean and paint the noticeboards
 - Provide a quote for pinning down the picnic table and place some matting under the table, so there would be no need to cut the grass in the future.
- Update on Sole Bay Wood Project. There was no reply from the Sole Bay Wood Project funding people. The Parish Council discussed on what would be needed for the path in the woods. It was now decided not to undertake the work ourselves, but to get a contractor in to do the work for us. The work would involve a day's worth of strimming, bush cutting. Follow the natural trodden gully with wood chippings to provide a path down.
- The people checking the play equipment have noticed moles in Common Road Playing field and the start of some in Old School Playing Field. **Action Cllr Tansley** to contact the mole person.

7. Finance – Clerk to submit financial statement and payments for approval.

The Clerk noted the bank balances as per information that she had handed out. The Clerk stated that she has been unable to produce bank reconciliations as she does not have access to the bank accounts online, and there are no statements being sent to her. She is providing the balances as an assumption that everything has been paid and received.

The Clerk provided the Councillors at the meeting a copy of the draft budget for 2023/2024.

Payable too	Description	Cheque Number		
Tina Newby	Wages for November 2022	101426	275.92	
	Mileage		27.45	
	Training - GDPR (£4.20) Elections (£9.00)		13.20	
	Expenses - stamps		1.65	
	Working from home		10.00	328.22
HMRC	Tax April - December 2022	101427		180.00
Glasdon	Picnic bench	101428		892.31
	Total			1400.53

Payments totally £1,400.53 were approved for payment. Proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave. All in agreement.

Additional payments to be considered – None.

- To agree the NJC Pay Scales wage increase of additional £1 per hour. This was agreed, proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave. All in agreement.
- To agree back dated pay from April 2022, £160. This was also agreed, proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave. All in agreement.
- To agree back dated pay for exiting Clerk. Cllr Godsave refused the back dated pay that she was entitled too.
- The Clerk mentioned that the laptop is getting very slow. A few days ago, it took two hours to boot up. Cllr Tansley mentioned that there is a person in the village that would be able to look at it. **Action Cllr Tansley** to provide the persons details, so that the Clerk could get a quote and book the laptop in for review and repair.

- 9. To receive an update on Lloyds Bank online Banking:** The Clerk has spoken to Lloyds Bank and managed to activate the online banking for the Cllrs and the Clerk. The online information will be individually sent to the Councillors and Clerk with the PinSentry. The bank paying in book and cheque book has been received. The Clerk will keep an eye in this over the month.
- 10. To receive an update on Barclays Banks, online access and bank statements:** There was a discussion on which new bank accounts to be set up to Lloyds and the monies to be moved over. The Clerk still does not have access to the online banking for this and finds her job difficult without this access.
- 11. Parish Council – Discuss and agree any actions**
- Update on the website upgrade. The Clerk reported that the new website had been migrated over but is not at the same updated level as the previous version. The Cllrs agreed that the website company should be able to update all the changes that have not been taken into effect. **Action Clerk** to contact Spanglefish. The Clerk mentioned the need for some training on the new website. Spanglefish can do this online and free of charge.
 - Advertisement for Councillor Vacancies. Noted.
- 12. Correspondence** – Distributed to the councillors at the meeting.
- 13. Any issues or information from the Councillors:** None received.

Date of next meeting: 1st February 2023, 7.30pm.

<p>Tina Newby, Clerk to Council 07858 518 636</p>
