



Minutes of the Meeting of the Parish Council

1st February 2023, 7.30pm

Burgh St Peter Village Hall

PRESENT: Cllrs A. Godsave, K. Kennedy-Hill, Dr P. Harrison and T. Wright

Also in Attendance: Tina Newby (Clerk)

Members of the public attending: none.

1. **Apologies:** Apologies were received for District Cllr Knight, County Cllr Stone and Cllr Tansley.
2. **Declarations:** No additional information.
3. **Minutes:** Minutes of the 4th January 2023 were approved as being an accurate record. Proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave.

- Item 4 Adjournment – Clerk to Contact Norfolk County Council highways regarding gritting route. The Clerk confirmed that Highways would not change the gritting routes, as Dun Cow Road and Common Road do not fit the NCC gritting criteria. They will continue to grit along The Walks and Church Road.
 - Item 4 Adjournment – Clerk to source quotes for Grit Bin. The prices of the grit bins were sent to the Councillors between meetings. Highways have confirmed that they have completed the last re-fill of grit for this Winter. It was decided to assess the situation regarding replacing the grit bin at the Triangle, depending on resources, in time for next winter
 - Item 4 Adjournment – Clerk to ascertain the paint from Clinks Farm for the benches and noticeboards. This is ongoing.
 - Item 6 Highways – To receive an update on the outstanding issues. The Clerk has yet to receive an update from Gary Overland, and will chase this.
 - Item 7 Parish Lands – memorial plaque update. Cllr Tansley has replaced the rivets. The Clerk has contacted Ogilvie, our contact who was dealing with this has since left. They will start the order and deliver to the Clerk's address.
 - Item 7 Parish Lands – Village sign – Cllrs Wright and Tansley. This is still ongoing. It was decided to hold off until the warmer weather.
 - Item 7 Parish Lands – McDonalds litter – Councillors will monitor the rubbish to see if it gets worse. The Clerk will contact the franchise owner of McDonalds and see if they could extend their litter picks to Aldeby Millennium Mound.
4. **Adjournment** – No adjournment.
 5. **Planning** – No planning applications received.
 6. **Highways** –
 - Communication received regarding Lily Lane Road condition. This is ongoing. The residents confirms that the bank belong to Highways. **Action Clerk** to investigate.
 - The problem with Beccles Road, cars being parked on the road and the wheelie bins were discussed again. Cars are being parked around the Triangle, including removal vans. Sometimes there are three removal vans parked in Beccles Road and the Triangle making the issues more dangerous. The Clerk will write to the local Police and see if they can do anything about this.

7. Parish Land – Discuss and agree any actions:

- To review and discuss the way forward with the Sole Bay wood project with reference to the original grant funding application, and the quotes for the work. Firstly, we need to be quite sure where we stand with the grant funding, what they are expecting of us. The Clerk is awaiting confirmation, she will chase this up again. DW has cleared the woods and created a clearing for the footpath. Max Galley had advised us that bark chippings would not be a good solution. **Action Clerk** to chase Norfolk Community Foundation.
The Clerk had been asked to source the prices of bark chippings. The Clerk stated that there are lots of different types of bark. Not knowing which one would be needed and what quantity, she provided figures of some by the bulk bag prices. This is now on hold.
- The dead Oak trees have now been replaced and planted over the weekend. Councillors would like to record their thanks to Nathan, Ian and Dave for their splendid efforts, and to thank Cllr Tansley who purchased the Oak trees, and other materials, and help plant them.

8. Finance –

Payable too	Description	Cheque Number	
Tina Newby	Wages for January 2023		293.44
	Mileage		49.05
	Spanglefish website		78.00
	To Die for Events – clearing of the woods OSPF		120.00
	Expenses - stamps		2.90
	Working from home	101430	10.00
			553.39
B Gooderham		101431	180.00
Mr H Tansley		101432	51.00
	cancelled	101433	
Mrs C Tansley		101434	51.00
	cancelled	101435	
Tina Newby	Refund of Members Ward Grant payable to T Newby	101436	748.02
Mr M Tansley	Oak Trees etc	101437	75.70
			1105.72
	Total		1659.11

Payments totalling £1,659.11 were approved for payment. Proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave. All in agreement.

- 9. To receive an update on Lloyds Bank online Banking:** The Clerk reported that she tried as directed to open another Communities Account, the website stated that we needed to call them for Parish Council accounts. The Parish Council agreed to setup two new Communities accounts. The Savings account can be setup online. **Action Clerk** to set up the Communities Accounts and **Cllr Kennedy-Hill** to set up the savings account.

- 10. To receive an update on Barclays Banks:** Cllrs Wright and Kennedy-Hill visited the Beccles Branch and tried to resolve the outstanding issues. The correspondence address for all accounts has been changed to the current Clerks address. However Barclays could

not confirm the identity of the Chairman. Six months bank statements have been ordered and will be sent to the Clerks address. Cllrs Wright and Kennedy-Hill are now both named on the Amenities account, however no signatures had been added. Nothing has been set up for the Clerk. Both Cllrs Wright and Kennedy-Hill were advised to visit the bank in a month.

11. Parish Council – Discuss and agree any actions:

- To receive an update on the procedure for elections. The Clerk updated the Councillors on the procedures for elections in May 2023.
- New policies needed – Policies for spending from the Amenities Account and Trust Account.
The Clerk has asked the Councillors for information, so that policies can be produced. Ongoing.
- To note the Freedom of Information Policy. This is a model policy, and it has been noted and adopted.
- Review the Internal Control Statement – Cllr Wright to action and report back. The Clerk discussed the need for Internal Control. **Action Cllr Wright** to report back at the next meeting, in March.
- Review the Annual Review of the Effectiveness of internal Audit. – Adopted.
- Review the Annual Review of the Effectiveness of Internal Control. - Adopted
- Review and Adopt APC Risk Management policy – Adopted. The Clerk mentioned that the USB drives that are used to keep backups should be encrypted. **Action Clerk** to source an encryption of the USB drives.
- Review and Adopt APC Data Protection and Information Management Policy – Adopted.

12. Correspondence – No additional correspondence had been received.

13. Any issues or information from the Councillors:

The Parish Council would like to convey their thanks and gratitude to Cllr Tansley for his hard work in sorting the Memorial Lectern, the telephone box, the replacement and planting of the Oak trees. Some of these items have been lengthy to sort out and he kept on the issues until sorted.

It was mentioned about King Charles III coronation and whether the village would be doing anything.

Due to the elections in May 2023, the Parish Council meeting will be held on 17th May 2023

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

There being no more business to transact the Chairman closed the meeting at 8.40pm

<p style="text-align: center;">Tina Newby, Clerk to Council 07858 518 636</p>
