



Annual Meeting of the Parish Council

Minutes

22nd May 2023, 7.30pm

Burgh St Peter Village Hall

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

Also in Attendance: Tina Newby (Clerk)

Members of the public attending: Two

The Clerk noted that all the Declaration of Acceptance of Officer for Councillors had been signed prior to the meeting starting.

1. **To elect a Chairman and the signing of the DAO:** Cllr Kennedy-Hill received the nominations. Proposed by Cllr Harrison and seconded by Cllr Godsave. All in agreement. Cllr Kennedy-Hill signed the Declaration of Acceptance of Office for Chairman and continued the meeting.
2. **To elect a Vice-chairman:** Cllr Wright was nominated as Vice-Chair. Proposed by Cllr Kennedy-Hill and seconded by Cllr Godsave. Cllr Kennedy-Hill thanked Cllr Wright for all the work he has done over the years as being the Chairman.
3. **Apologies:** None. It was noted that County Councillor and the District Councillor were not present.
4. **Declarations – Pecuniary and Other:** None.
5. **Minutes:** The minutes of 5th April 2023 were approved as being an accurate record. All in agreement.
6. **To consider any Co-Options, for current vacancies:** The Parish Council consider Ben Watts as a co-option. The Co-option policy was waived for the two consecutive meeting requirement as Ben had previously been an Aldeby Parish Councillor. Parish Council unanimously agreed. Cllr Watts signed the Declaration of Acceptance of Office for a Councillor and joined the Council table.
7. **Adjournment:** To adjourn the meeting to allow public, County and District Councillors to participate. No adjournment needed. The District and County Councillor reports had been submitted at the Annual Parish Meeting. It was noted that District Councillor James Knight had stood down. His replacement is District Councillor Andrew Evans.
8. **To review and adopt the following policies:**
 - a. Agreement from the Parish Council, to amend the Financial Risk Management and the Financial Regulations to incorporate the change in payment processes. These were agreed and adopted. Resolved to adopt.
 - b. To review and adopt the LGA Code of Conduct Policy. This is the new Code of Conduct that all Town and Parish Councils need to adopt. This was adopted.
 - c. To discuss and adopt the General Power of Competence for 2023. The Clerk reiterated that they have passed the criteria for the General Power of Competence, which was then adopted/.
9. **Planning:** No new planning applications at the time of the agenda being published.

- a. To receive an update on ENF/1845/BCN/C1 FCC Breach of Conditions notice – Land at Aldeby Landfill site and additional information if received. **Action Clerk** to chase.
- b. To discuss any other Enforcement issues. Thanks were recorded to Cllr Tansley for providing all this information. Clerk has sent all, to the Enforcement Officer and waiting a reply.

Cllr Kennedy-Hill remarked on the fact that BA seem to object to all the planning applications in the village that involved tourism is concerning. 3 lots of planning centred around one person. The Parish Council's role is to improve the quality of life and the environment for Parishioners, so a balance has to be achieved when planning application are considered.

10. Highways: No new issues at the time of the agenda being published.

- a. Clerk to chase the outstanding issues from our village drive around, with Highways. Clerk is still chasing Highways department. Collate all the evidence that we have. Individually work on this throughout June and send a reply to CEO of highways in July. Health and Safety will consider 'near misses' and 'may happen'. Residents should contact the Parish Council and we can collate them and send off. **Action Clerk** to write an article in RavMag. **Action Cllr Watts** to send a report/form to the Clerk.
- b. To discuss the acceptance of the Speed Awareness Machine from the Parish Partnership and to agree a way forward. We would be spending taxpayers money! Do they really want one in the village, will it work and calm the driving down? **Action Clerk** to try and get funding for our portion of the costs speak to DC and CC. All in favour. **Action Clerk** to put all in place by the July meeting.

11. Parish Land – Discuss and agree any actions:

- a. To discuss Boons Heath Information Board and the error on it and agree any action. The information Board was given to us from Burgh St Peter as they had a duplicate. Therefore the 'we are here' arrow is not in the correct place. We could 'ignore it', add gaffa tape to hide the arrow, or replace with a correct one. The Parish Council agreed to place gaffa tape to cover the arrow up. **Action Clerk** to speak to BA and Norfolk Wildlife Trust to see if they would like to place some information in the information boards, to replace the one that is incorrect.
- b. To receive an update on Sole Bay wood project. Pond is looking good. Cllr Tansley mentioned about obtaining a bag of wildlife seeds. Cllrs Tansley and Watts to look at wildflower seeds. The Parish Council agreed that they could spend £25/30 per bag (couple of bags). The stinging nettles will be sorted by DW, Cllr Wright to liaise with DW regarding this.

Community Engagement - Encourage build your own bird and bat boxes. **Action Cllr Wright** to set this up.

Action Clerk to write to the family in Sole Bay Bungalow and give them a heads up on what we are doing.

- c. To discuss the Finding Fitness wall, for agreement next month. Costs are 5m £3750.00 and 10m £5750, all inclusive of installation. **Action Clerk** to find funding.
- d. To discuss Common Road Playing Field mole problem, again and to agree how to resolve this issue. A young child twisted their ankle in Common Road playing field. Cllr Harrison stated there is no practical way of stopping them. If you kill them, more will come back. Practical thing is to live with them, this is not possible when it is a health and safety issue. Cllr Watts is a demon mole trapper and has all the equipment. He uses 'what 3 words' to locate the traps. The majority of the Parish Council agreed for Cllr Watts to give it a try.
- e. To discuss the option of registering the bus shelter as a war memorial, and grant funding. Cllr Godsave has done a lot of investigation into registering this as a war memorial. Cllr Godsave pointed out that we need to demonstrate it is actually a war

- memorial, how old, what it is made off, collate as much evidence as possible. Cllr Wright, mentioned that the previous Clerk, Graham would have a lot of information on this and it would be best to contact him. Cllr Wright mentioned that in 1919 it was funded by the village to build the bus shelter.
- f. To provide an update on the Beccles Road parking, businesses working from home and wheelie bin issues. Cllr Kennedy-Hill had a chat with the Community Liaison Officer, some Councils will fine the residents for putting the wheelie bins out on the road at the wrong times and incorrect days. **Action Clerk** to contact SNC to find out their policy on fining residents. The leaflet drop has not made a difference. The moving company resident in Beccles Road has received a letter from SNC saying he cannot run the business from his home.

12. Finance:

- a. To discuss and agree the insurance renewal for the year 23/24. The Clerk has sourced another option for Insurance. This is from Community Action Suffolk and specialises in Parish Council Insurance. The quote has come in at £346.10, which is cheaper than the other quote of £603.64. The Parish Council agreed to go ahead with that insurance.
- b. To agree the AGAR exemption Certificate 22/23. Proposed by Cllr Wright and seconded by Cllr Godsave, all in agreement. Signed by the Clerk 11/5/23, and the Chairman signed 22/5/23.
- c. To discuss and note the AGAR Internal Audit Report 22/23, signed off by Alastair King, 12/5/23.
- d. To agree the AGAR Annual Governance Statement 22/23. The Clerk asked the Councillors to look at each item and state that they agree to her noting 'yes' to each item. Item 9 'n/a' for sole managing trusts. Agreed by the Parish Council, signed by the Chairman and the Clerk 22/5/23.
- e. To agree the AGAR Accounting statement 22/23. The Accounting Statement was approved, signed by the Chairman 22/5/23 and the RFO signed 10/5/23.
- f. To discuss and agree the Internal Audit report.22/23. No additional report undertaken.
- g. Payments for Approval.

Aldeby Parish Council Payments for May 2023

Payable too	Description	Cheque Number	
Tina Newby	Wages for May 2023		297.44
	Additional cost for postage		1.30
	Mileage		4.50
	Working from home		10.00
	HMRC Tax		8.78
			322.02
P Sharman	Boons Heath Information Board Installation		535.00
D J Wrighting	Boons Heath Information Board Installation		145.00
	Total		1002.02

Payments between meetings

Tina Newby	Wages for April 2023		297.44
	Additional cost for postage		1.85
	Mileage		22.50
	Working from home		10.00
	Networld football nets		28.24
			360.03

Payment between meeting of £360.03 were previously approved by Cllrs Wright and Kennedy-Hill Payments approved at this meeting for £1002.02 were proposed by Cllr Godsave and seconded by Cllr Kennedy-Hill. All in agreement.

14. To receive an update on Lloyds Bank online Banking: To receive an update on Barclays Banks, closure of some accounts:

- a. To review and adopt the instruction for online payments. The Clerk reported that all the Barclays accounts apart from the Trust account had been closed and the funds transferred. All looks good, the council now needs to transfer £47,151.40 from 51044960, Amenities account to 51044268, the Trust Account.
- b. To review the signatories for Lloyds, continue to sort out Cllr Harrison and add Cllr Watts. **Action Clerk** to sort the access to these accounts.

15. Parish Council – Discuss and agree any actions:

- a. New policies needed – Policies for spending using the Amenities and Trust Accounts – *to be adopted in June 2023, now July 2023.* Noted
- b. To agree to trial moving the Parish Council meetings to bi-monthly. This was discussed and agreed by majority decision.

16. Correspondence – To distribute any relevant correspondence to councillors.

- The Clerk mentioned that Norfolk ALC would like a Nominated Representative as the voice of the Parish Council. The Clerk was nominated for this. *Since the minutes the Clerk has been informed this needs to be a Councillor.*
- The Clerk has received communication from Spanglefish, the website providers who would like to know whether the Parish Council would consider Plausible statistics for an additional £10 per year! **Action Clerk** to find out whether this is a legal requirement, otherwise reject this offer. *Since the meeting, the Clerk has confirmed it is not a legal requirement and therefore has told Spanglefish, the council is not interested.*

17. Any issues or information from the Councillors:

Cllr Harrison, mentioned that the Defibrillator box in the telephone box is not keeping charge. It appears that there is no electricity going to the phone box anymore. **Action Clerk** to source an electrician and see what has happened with the electric. The Councillors has recalled that BT was paying for the phone box electricity. **Clerk** to contact the ex Clerk, Graham for his knowledge of this.

18. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the Meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted:

- To discuss the Clerks yearly review: If acceptable discuss the pay review. The Clerk had her appraisal and it was decided to move her up one scale on the NCJ point system, from 16 (13.70 per hour) to 17 (13.95 per hour). This was agreed. The Parish Council thanked the Clerk for her support, and confirmed that this could be backdated from 1/4/23.

Due to no more business to transact the Chairman closed the meeting at 8.57pm

Due to the date of this parish council meeting, there will be no meeting in June 2023

Date of next meeting: 5th July 2023, 7.30pm. No meeting in August 2023

Future meetings:

6th September 2023

1st November 2023

<p>Tina Newby, Clerk to Council 0772 678 0601</p>
