



## Annual Meeting of the Parish Council

### Minutes

1<sup>st</sup> May 2024, 7.30pm

Burgh St Peter Village Hall

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

**Also in Attendance:** Tina Newby (Clerk)

**Members of the public attending:** District Councillor Evans.

The Clerk noted that all the Declaration of Acceptance of Office 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:** The election of Vice-Chair was postponed until July 2024 meeting, as Cllr Wright was not in attendance.
3. **Apologies:** Cllr Wright and Cllr Watts. It was noted that County Councillor Stone was not present.
4. **Declarations – Pecuniary and Other:** None.
5. **Minutes** – Confirmation and signing of Minutes of the Meeting held on 6<sup>th</sup> March 2024 and matters arising from these Minutes.

**Minutes were proposed as being an accurate record of the meeting. Proposed by Cllr Tansley and seconded by Cllr Godsave. All in agreement.**

- a. To receive an update on registering the bus shelter as a war memorial and update for the visit to NRO. This is still ongoing. **Action Cllr Wright** to speak to the church representatives about the chest in the church.
- b. Update on SAM2 machine and agree the additional costings. Approved one post, which has already been paid for and 2 brackets. **Action Clerk** to cancel the 'additional post', ask Westcotec for a .pdf of the manual, and what size padlocks are needed. How long do the batteries last, before they need charging?
- c. To receive an update on the mole problems with both Playing fields. The Pest Controller has caught moles in CRPF and the Mound. Three mole traps were removed by Persons unknown from CRPF, and it was agreed that reimbursement would be made for two traps.
- d. To discuss the issue with Aldeby PC Facebook account. Ongoing, Clerk to speak to Cat Tansley for advice.
- e. To receive an update on the footpaths. Ongoing. **Action Clerk** to provide another map of the footpaths to Cllr Tansley.
- f. To receive an update on the nettles around the pond area. Cllr Tansley stimed the pond area three weeks ago and planted some wildflower seeds. Nettles treatment remains ongoing.
- g. To receive an update on the bird and bat boxes. There was a suggestion to purchase the bird and bat boxes from Clinks Care Farm, which makes them at cost price.

6. **Adjournment** – Standing orders will be suspended to allow public participation, 3 minutes per person, for items to be discussed for information only.

7. **Reports received from County and District Councillors.**

District Cllr Evans spoke about his locality grant and would be happy to provide £250 for one of the Parish Council's projects.

Resume Standing Orders.

8. **Planning** –

- a. To receive an update SNC 2023/3557 reservoir at Land East of Elms Road. No update.
- b. To discuss any other Enforcement issues. Nothing new.
- c. To receive an update if any for the Landfill site. No update.
- d. Any new applications that have been received in time for discussion at the meeting. A New planning application had been received:  
**BA/2024/0143/HOUSEH**, Installation of an oak framed conservatory/orangery, with matt dark grey bi-fold doors, oak framed lantern rooflight, galvanised zinc roof, a chimney for a wood burner. East End Farm, East End Lane. Cllrs to review the application and get back to the Clerk for collation and report to Broads Authority.
- e. General planning updates and enquiries. None

9. **Highways** – No new issues at the time of the agenda being published.

- a. To receive news regarding from County Cllr Stone, regarding Highways. After a seven year campaign, a 30mph speed limit has been approved and funded, subject to consultation, on Beccles Road & St Mary's Road. The Parish Council would like to record thanks to County Councillor Barry Stone for his help in enabling this.
- b. To receive an update on the continuing problems with Beccles Road. The wheelie bins are becoming a problem again. The Road Safety signs will be going up 20<sup>th</sup>/21<sup>st</sup> May 2024. Hopefully this may slow the drivers down. There has been 2 near miss incidents forms filled in, over two months.

10. **Parish Land – Discuss and agree any actions:**

- a. To discuss outstanding items left on the maintenance lists. [Elloitt and Dave lists]:  
The Clerk and her husband have offered to paint the goal posts and the swing frame. Quote approved for the refurbishment of the benches and the noticeboards, and the gates on both playing fields. Quotes 295 (this will be the grant from District Cllr Evans approved, 296 timber repairs, cancel 297, put on hold 298, and 299 approved. All the approved ones were proposed by Cllr Godsave and seconded by Cllr Tansley.
- b. To receive an update on the Near Miss Incident Forms and circulate within the parish. Two near miss forms have been filled in so far. Put the forms on Facebook page and Triangle Facebook page.
- c. To discuss the siting of the new bench, hold off siting of the bench.
- d. To receive an update on the outstanding poppies order [Paul Sharman] and potential modifications to the interpretive panel in the Millenium Garden. **Action Clerk** to contact Paul Sharman for the above.
- e. To discuss the SNC Litter Pick and Risk Assessment and agree any action. Cllr Kennedy-Hill is meeting Cllr Tansley this week to discuss the risk assessment & what equipment will be needed. Cllr Godsave has offered to pick up any equipment needed from the Ketteringham depot.

11. **Finance** –

- a. To note balances of all accounts and receive bank accounts update. Noted
- b. To approve the quotes received from Simmons Property Maintenance Company. Discussed above.
- c. To discuss the insurance renewal quote for 24-25. The Parish Council has not received the renewal. It was decided that the renewal premium would be agreed via emails from the councillors.

d. Payments for Approval.

### Aldeby Parish Council Payments for May 2024

Payable too	Description	Cashbook Ref	
Tina Newby	Wages April	25/001	£260.20
	Mileage		£37.80
	Working from Home		£10.00
	UgoBuild		£72.65
			£380.65
H Tansley	playing field inspection		£27.00
C Tansley	playing field inspection		£27.00
	<b>total payments for May</b>		<b>£434.65</b>

- e. To receive an update on general funding for the parish. Updated
- f. To agree the AGAR exemption Certificate 23/24. Proposed by Cllr Harrison and seconded by Cllr Tansley, all in agreement.
- g. To discuss and note the AGAR Internal Audit Report 23/24, if received. Ongoing.
- h. To agree the AGAR Annual Governance Statement 23/24. Proposed by Cllr Harrison and seconded by Cllr Tansley, all in agreement.
- i. To agree the AGAR Accounting Statement 23/24. Proposed by Cllr Harrison and seconded by Cllr Tansley. All in agreement.
- j. To agree the Internal Audit Report 23/24, ongoing.
- k. To agree the Period for Public Notice 23/24, dates were approved. Proposed by Cllr Harrison and seconded by Cllr Tansley, all in agreement. Dates are 3<sup>rd</sup> June to 12<sup>th</sup> July 2024
- l. To review and agree the current bank signatories. The bank signatories would be Cllrs Tansley, Wright, Harrison, and Kennedy-Hill, remove Cllr Watts.

#### 12. Parish Council – Discuss and agree any actions:

The Parish Council agreed to reimburse the mole company for two out of the three traps that had been stolen.

#### 13. Correspondence – To distribute any relevant correspondence to councillors.

#### 14. Any issues or information from the Councillors: None.

**Date of next meeting: 3<sup>rd</sup> July 2024, 7.30pm.**

The meeting closed at 9.01pm

**Tina Newby, Clerk to Council  
0772 678 0601**