

STOW BEDON & BRECKLES PARISH COUNCIL

Minutes of the Annual Meeting of Stow Bedon & Breckles Parish Council on Monday, 16 May 2011 at 8.00 p.m. in Caston Village Hall.

Present: Councillors Peter Mills (Chairman), Phil Childs, Rachael Garrod, Paul Howe, John Morfoot, Lee Pilkington, Susan Tanner Julian Gibson (Clerk)

As the Annual Parish Meeting overran, the start of this meeting was delayed.

Before the meeting the Councillors their Declarations of acceptance of office forms.

- 1 Election of Chairman.** Mr Mills was elected Chairman.
- 2 Chairman's declaration of acceptance of office.** Mr Mills signed the declaration, which was received.
- 3 Election of Vice Chairman.** Mr Childs was elected Vice Chairman.
- 4 Apologies for absence.** None.
- 5 Register of Interests.** The Clerk distributed the *Notice of details of financial and other interests by Members (Local Government Act 2000, s 81)* forms, which must be completed and returned to him by 9 June 2011 at the latest.
- 6 Declarations of interest.** Mr Childs declared a personal and prejudicial interest in item 13, as he is Chairman of the Trustees of Stow Bedon Fuel Allotment. Mr Mills declared a personal and prejudicial interest in item 21.1, as the payment is due to him.
- 7 Public Comment Facility.** A member of the public reported that he had been the victim of a theft from his property. This has been reported to the police, but he warned fellow parishioners to be alert to strangers about the parish. The Chairman asked if he would be happy to have some details placed in the News section of the parish website.
- 8 Minutes.** The minutes of the meeting held on Monday, 18 April 2011 were **confirmed** and **signed**.
- 9 Matters arising.** None.
- 10 Correspondence.** The following correspondence was **received**:
 - 10.1 Norfolk Records Office: *Receipt for Parish Meeting and Parish Council Minutes - 1894-2010.*
 - 10.2 Breckland Council: *Recycling payment 2010/11.* The Clerk reported that he had obtained a break-down of this figure, which confirmed that part had been calculated at the old rate for collections and part at the new, and that the rental fee had correctly been calculated on a pro-rata basis.
 - 10.3 Norfolk Association of Local Councils: *Norfolk Link Extra - New Councils 2011.*
 - 10.4 Norfolk Association of Local Councils: *Election of members of the Norfolk Association of Local Councils Executive Committee.*
 - 10.5 Norfolk Association of Local Councils: *Joint Summer Conference - Tuesday 28 June 2011.*
 - 10.6 Norfolk Association of Local Councils: *Initial Training for Clerks and Councillors.* The Clerk was asked to send details of these courses to all Councillors, so they can consider attending. **Action: Clerk.**
 - 10.7 Norfolk Association of Local Councils: *Whole Council Training.*
 - 10.8 Norfolk Playing Fields Association: *NPFA Membership.*
 - 10.9 Norfolk Playing Fields Association: *The Playing Field - Spring 2011.*
 - 10.10 npLAW: *Legal Services.*

- 10.11 Barclays Bank Plc: *Community Account Statement* - 5-28 April 2011.
- 10.12 *Clerks & Councils Direct* - May 2011.
- 10.13 CAF Bank: *CAF Gold Account Statement* - 1 May 2011.
- 10.14 Barclays Bank Plc: *Grants and Awards Account* - Closing statement 1 January - 3 May 2011.

11 Planning. None.

12 Standing Orders and Financial Regulations. As several Councillors were new and had not had the opportunity to review these, it was **agreed** to hold this over for the next meeting.

13 Stow Bedon Fuel Allotment. It was **agreed** to re-appoint Messrs. Philip Childs, Matt Cunningham and Kenny Stone as Trustees of this charity for a further period of four years. The Clerk was asked to write and thank the Trustees for their work.
Action: Clerk.

14 Asset Register. As with item 12, it was **agreed** to hold this over for the next meeting.

15 Report of the Internal Auditor. The Clerk explained that he had placed this on the agenda hoping that the Internal Audit would have been completed, but he was in fact due to meet with the Auditor on 18 May, so this too will have to wait for the next meeting.

16 Internal Auditor. It was **resolved** to reappoint David Gee as Internal Auditor.

17 Barclays Bank Active Saver account. The Clerk pointed out that the Council did not have a savings account and that the Precept payments therefore remain in the Community Account until spent. If the Council had a savings account he could arrange for funds to be transferred from the interest bearing account only when needed. It was **agreed** that an Active Saver account be opened with Barclays Bank Plc.

18 Bank signing instructions. The Council **confirmed** the current position by which the signatories to the accounts are Mr Mills, Mr Childs and Mrs Tanner, with any two to sign.

19 Clerk's appraisal. The Clerk pointed out that the newly agreed Standing Orders allow for the Chairman, or in his absence, the Vice-Chairman, to be authorised to conduct the appraisal of the Clerk prior to the anniversary of his appointment in September each year. It was **agreed** that this should be done by the Chairman and one other councillor, or in the absence of the Chairman, by the Vice-Chairman and one other councillor. These councillors would then report their proposals to the Council.

20 Grit bin. The Clerk reported that only one of the two contractors who had been asked to quote for the construction of a concrete base beneath the grit bin had responded. It was **agreed** to allow the other contractor another month to respond.

In view of the stated interest in the next item, the Chairman relinquished the chair in favour of the Mr Childs, Vice Chairman.

21 Finance.

21.1 **Chairman's expenses.** It was **resolved** that cheque number 100552 for £22.84 to Mr Peter Mills be signed reimbursement of his mileage costs for attending the Development Control Committee meeting to put forward the Council's views. (*Local Government Act 1972, s 15(5).*)

The Chairman resumed the chair.

21.2 **Monthly Financial Report.** The report for the month ending 30 April 2011 was **received**.

22 Matters for consideration at next meeting.

22.1 Recreation Contributions.

22.2 Grass cutting in the parish.

22.3 Speeding on A1075 near junction with B1111.

23 Next meeting. The next meeting of the Council was **confirmed** as **Monday, 20 June 2011,** at **7.30 p.m.** in **Caston Village Hall.**

Confirmed:

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Peter Mills, Chairman

20 June 2011

Scheduled future Meeting dates:

Monday, 18 July 2011	Monday, 17 October 2011	Monday, 16 January 2012*
Monday, 15 August 2011*	Monday, 21 November 2011	Monday, 20 February 2012
Monday, 19 September 2011	Monday, 12 December 2011	Monday, 19 March 2012

* If needed