

SWANTON ABBOT PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF SWANTON ABBOT HELD ON 15th. MAY 2018 IN THE VILLAGE HALL, SWANTON ABBOT at 7.30p.m.

PRESENT. Cllrs. C. Belsham, R. Gee, C. Haden, S. Taylor and S. Underwood, the Clerk, G. Kimmerling, NNDC Cllr. S Penfold and 20 members of the public.

Members of the public were invited to speak. There were no comments.

18.21	<p><u>APPOINTMENT OF CHAIRMAN FOR THE ENSUING YEAR</u> Cllr. Underwood took the Chair and asked for nominations for Chairman. Cllr. Belsham was nominated by Cllr. Taylor . There were no other nominations & Cllr. Belsham accepted the position and took the Chair.</p>	Action
18.22	<p>a) <u>APOLOGIES FOR ABSENCE</u> Apologies received from Cllr. Howlett – unwell, Cllr. Vaughan – on holiday & NCC Cllr. Timewell.</p> <p>b) <u>DECLARATION OF INTEREST IN ITEMS ON THE AGENDA</u> <u>None.</u></p>	
18.23	<p><u>TO CONSIDER AND APPROVE THE MINUTES OF THE MEETING HELD ON MARCH 13th. 2018.</u> Resolution. Proposed by Cllr. Gee & agreed by the Parish Council to accept the Minutes of the Parish Council meeting held on March 13th. 2018 as a true record. The Minutes were then signed.</p>	
18.24	<p><u>CLERK'S REPORT AND UPDATE ON ITEMS FROM THE MINUTES</u></p> <p>a) There had been no response to the request for tenders for the upgrade to the play equipment but 4 companies had given quotes and suggestions for layouts. These had been viewed and commented on at an open meeting for parents and children.</p> <p>b) The defibrillator is now working again but needs new pads which are on order.</p> <p>c) The Clerk attended a course on Standing Orders and these will be considered by the Parish Council and adopted at the next meeting.</p>	
18.25	<p><u>APPOINTMENT OF VICE-CHAIRMAN FOR THE ENSUING YEAR</u> Cllr. Haden was nominated by Cllr. Taylor. There were no other nominations and Cllr. Haden accepted the Vice-Chair position.</p>	
18.26	<p><u>APPOINTMENT OF REPRESENTATIVES ON VARIOUS BODIES.</u> Rights of Way & Bridleways – Cllr. Taylor Highways issues & drainage – Cllr. Vaughan & Cllr. Belsham Village Hall Representative & Broadband & Mobile Phones – Cllr. Gee. Website, IT, & Facebook, Village Plan Co-ordinator & Defibrillator – Cllr. Haden Play Park – Cllr. Underwood & Cllr. Howlett. Sam2 machine – Cllr. Belsham. The Clerk is taking over running the Parish web-site.</p>	

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18.27	FINANCES.																				
		<p>a. <u>TO CONSIDER AND RESOLVE WHETHER TO APPROVE OUTSTANDING INVOICES FOR PAYMENT.</u></p> <p>The Clerk provided an up-to-date summary of the finances. She explained that the first of the precept payments (£2675) had been received along with the grant from NNDC (£104), the rent from NNDC (£170) and reclaimed VAT from 2017 (£1009.33)</p> <p>There were 3 invoices paid on 16/03/2018 and included in 2017/18 accounts These were signed by Cllrs. Belsham & Gee.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Chq. No. 100913 to SA PCC - wreath (S137 payment)</td> <td style="width: 30%; text-align: right;">for £20.00</td> </tr> <tr> <td>“ 100914 to URM/UK/Ltd – bottle bank</td> <td style="text-align: right;">“ £9.00 VAT £1.50</td> </tr> <tr> <td>“ 100915 to Norfolk ALC – course</td> <td style="text-align: right;">“£30.00 VAT £5.00</td> </tr> </table> <p>Resolution. Proposed by Cllr. Gee & agreed by the Parish Council to pay the following invoices.</p> <p>2 payments had been made on 06/04/2018, signed by Cllrs. Belsham & Vaughan-</p> <p>Chq. No. 100916 to BGM Services – 25% annual maintenance £332.00</p> <p>“ 100917 to G Kimmerling – Archant advert for tenders £103.08 VAT £17.18.</p> <p>Cheques dated 16/05/2018 & signed by Cllrs. Belsham & Gee.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Chq. No. 100918 to G Kimmerling - salary</td> <td style="width: 30%; text-align: right;">for £214.87</td> </tr> <tr> <td>Chq. No. 100919 to HM Revenue & Customs – Clerk’s tax</td> <td style="text-align: right;">for £ 19.80</td> </tr> <tr> <td>Chq. No. 100920 to Norfolk ALC – subscription</td> <td style="text-align: right;">for £125.76</td> </tr> <tr> <td>Chq. No. 100921 to URM (UK) Ltd - bottle bank (VAT £1.80)</td> <td style="text-align: right;">for £ 10.80</td> </tr> <tr> <td>Chq. No. 100922 see below.</td> <td></td> </tr> <tr> <td>Chq. No. 100923 to S A Village Hall – hire of hall x2</td> <td style="text-align: right;">for £ 20.00</td> </tr> </table> <p>The Clerk suggested paying the URM/UK/Ltd invoices by DDR in future and this was approved by the Parish Council.</p>	Chq. No. 100913 to SA PCC - wreath (S137 payment)	for £20.00	“ 100914 to URM/UK/Ltd – bottle bank	“ £9.00 VAT £1.50	“ 100915 to Norfolk ALC – course	“£30.00 VAT £5.00	Chq. No. 100918 to G Kimmerling - salary	for £214.87	Chq. No. 100919 to HM Revenue & Customs – Clerk’s tax	for £ 19.80	Chq. No. 100920 to Norfolk ALC – subscription	for £125.76	Chq. No. 100921 to URM (UK) Ltd - bottle bank (VAT £1.80)	for £ 10.80	Chq. No. 100922 see below.		Chq. No. 100923 to S A Village Hall – hire of hall x2	for £ 20.00	Clerk
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		<p>b. <u>TO APPROVE THE ANNUAL GOVERNANCE STATEMENT</u></p> <p>The Annual Governance Statement for 2017/18 was read out to the Parish Council by the Clerk.</p> <p>Resolution. Proposed by Cllr. Belsham and agreed by the Parish Council to approve the Annual Governance Statement for 2017/18 & this was signed by the Chairman and the Clerk.</p> <p>c. <u>TO APPROVE THE END OF YEAR ACCOUNTS</u></p> <p>The Clerk had prepared the End of Year Accounts and these had been examined and agreed by the Internal Auditor.</p> <p>Resolution proposed by Cllr. Belsham and agreed by the Parish Council to approve the End of Year accounts. These were signed by the Chairman and the Clerk explained that, as the Income & Expenditure for the council was under £25,000, the council could submit a Certificate of Exemption to the External Auditor. The accounts would be available online for the auditor.</p> <p>Resolution. Proposed by Cllr. Belsham and agreed by the Parish Council to submit a Certificate of Exemption to the external auditor.</p> <p>d. <u>TO APPROVE THE INSURANCE COVER FOR 2018/19</u></p> <p>Zurich were the insurers for the previous year and are good value. For one year the cost is £478.82, for 3 years £462.60 & for 5 years £448.06. It was felt the amount saved by committing to a longer period was not worth it.</p> <p>Resolution. Proposed by Cllr. Belsham and agreed by the Parish Council to appoint Zurich as the insurers for 2018/19.</p> <p>Chq. No. 100922 payable to Zurich Municipal for insurance for £478.82 was dated 16/05/2018 & signed by Cllrs. Belsham & Gee.</p>	Clerk																		

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18.28	<p><u>PLANNING</u></p> <p>a. <u>To consider any Planning applications received.</u> PF/18/0702 Country Barn, The Hill Conversion of garage to annex accommodation The Parish Council approved of this application.</p> <p>b. <u>To notify of any Planning decisions by NNDC</u> None received.</p> <p>c. <u>To agree and adopt the Procedures in Respect of Planning Matters.</u> The Clerk explained that all Planning applications now have to be responded to within 21 days. As the Council only meets every 2 months, a new policy was needed. She read out the options for responding to planning applications. Resolution. Proposed by Cllr. Taylor and agreed by the Parish Council to adopt the new Procedures in Respect of Planning Matters.</p> <p>d. <u>To consider other planning issues.</u> The Clerk explained that the War Memorial by St Michael's Church, Swanton Abbott has been added to the Statutory List of Buildings of Architectural or Historic Interest.</p>	Clerk
18.29	<p><u>HIGHWAYS ISSUES. UPDATE.</u></p> <p>The drainage ditch from The Street by the Bowls Club has been completed.</p>	
18.30	<p><u>PLAY PARK</u></p> <p>The Clerk read out a summary of the meeting held recently to determine what equipment the children and parents wanted at the Play Park. Cllr. Belsham had attended the meeting and said the Wicksteed layout was the most popular with elements from the NGF proposal. The idea of a central fort was good and the nest swing was a definite. Funds need to be raised for this. The Clerk explained that the annual inspection is soon due. It was agreed to go with Came and Co. again as it was felt they did a good job.</p>	Clerk
18.31	<p><u>GDPR – UPDATE</u></p> <p>The Clerk has begun the work for this. Norfolk ALC will be offering a Data Protection Officer service but no details are available at the moment. It was felt this would be the best option.</p>	
18.32	<p><u>ON-GOING ISSUES To report on and resolve, where possible, on-going Issues in the community.</u></p> <p>a. The Clerk has completed the forms to purchase the BT Phone Box for £1.00. If it needs to be moved, the Parish Council must pay for this. It was agreed to add the phone box to the insurance. People were asked to come up with ideas for its future use.</p> <p>b. The notice-board at The Hill needs replacing and the Clerk had provided 3 quotes. Resolution. Proposed by Cllr. Haden and agreed by the Parish Council to ask Greenbarnes Ltd. to provide a new notice board for £278.92.</p>	Clerk
18.33	<p><u>CORRESPONDENCE RECEIVED.</u></p> <p>Clerk's & Councils Direct 116. Various requests for donations – to be considered at the next meeting.</p> <p>The meeting closed at 8.20</p>	