



Elsing Parish Council

Meeting Minutes

September 2019

Date of meeting: Monday 16 September 2019

Councillors Present:

Pip Wallwork (Chair)
Henry Atkinson
Steve Crebbin
Bill Horncastle
Oliver Laws
Stuart Chaplin
Suzy Horth (Clerk and RFO)

There were 6 members of the public in attendance

Item 1 - **Apologies** - no apologies were received.

Item 2 - **Approval of minutes from last meeting** - The meeting approved minutes from meeting held on 15 July 2019

Item 3 **Declarations of interest** - No declarations of interest in items or requests for dispensation were raised – save for the item around the Pig Pen contract, as Councillor Laws currently rents one. The meeting agreed that Councillor Laws could stay, whilst Councillor Horncastle updates, in case more detail was needed.

Item 4 **Open Forum for Public Participation** - Nothing was raised in the open forum.

Item 5 Annual review of Financial Instructions and Standing Orders

Financial instructions - the meeting confirmed that amendment be made to Paragraph 3 – to note that all expenditure should be approved at the meeting and then the RFO can authorize by making online payments. There has been discussion around whether there is a requirement for 2 bank accounts, and if anything changes, the financial instructions will need to be further updated. The meeting agreed to this small change at the current time.

Standing Orders – the meeting agreed that they were happy with these as they stand. An annual review takes place and these can be updated at any point, following approval at a Parish Council meeting.

Item 6 Review and approval of budget reporting sheet – Councillor Horncastle handed out copies of the draft budget reporting sheet. Councillor Horncastle and the Clerk had met to discuss this and sought meeting approval. Clerk will updated with latest figures and bring back to next meeting with draft budget for 2020/2021 to see if this works and provides the information required. It was agreed that the cash book and detailed accounting would continue to be kept as this is required for AGAR.

Review of draft budget for next year – the meeting went through the draft budget and agreed to go away and review this, coming back to the clerk with any queries ahead of this being approved at the January meeting.

Cllr Horncastle asked that consideration be given to “holding” a set amount of money within the accounts in case of emergency, and this will be added to the agenda in January for discussion ahead of the budget being signed off.

Continuation of 2 bank accounts – the meeting discussed the merit of keeping the 2 bank accounts currently held with Barclays – one community account and one business account (which raised a small amount of interest). The Clerk confirmed that the business account held the majority of the monies, and lump sums are transferred to the community account ahead of any payments being made. The meeting discussed whether we should look at other bank accounts, but it was agreed to stay with Barclays and look to close the community account, using only the business account in the future. The Clerk/Chair to check that payments can be made direct from the business account.

Item 7

Correspondence

Letter from Emma Cushing re: speed limit in Fustyweed – no update has been received so the Clerk will chase up on this.

Letter from Alan Wanbon re: church street flower pot – no update received

Item 8

Update on Co-option of 7th councillor

The Chair confirmed that a note seeking volunteers for the Village Hall committee had just been circulated, so felt that this was not the best time. She confirmed that she will add the newsletter that goes out in the New Year, but encouraged members of the public in attendance and other Councillors, to be pro-active and speak to anyone who may be interested.

Item 9

Agreement for a grant on behalf of the Elsing Heritage Society to fund leaflets to show walks around Elsing

Cllr Laws updated the meeting and confirmed that they were in the process of getting costings for printing and would then look to submit a grant application. Item to be carried forward to the next meeting for an update.

Item 10

Missing Peaseland Postbox – Cllr Laws confirmed that he was still awaiting a response. Annette confirmed that she had the original pictures, so together would chase this up.

Item 11

Update on Well Project – Cllrs Horncastle and Laws updated the meeting and confirmed that they were now looking at a simpler lower cost bore hole option and will bring back to future meeting once more research had been conducted and costings understood, ahead of application for a grant to fund this.

Item 12

To consider any planning applications - There were no planning applications to note. There had been one that had come in after the last meeting, and this had been forwarded to cllrs for comment. No comments were forthcoming, so this was retrospectively agreed.

contracts be given to the new tenant and Councillor Laws so they match. The meeting agreed that this was a sensible approach.

The meeting did raise concern around cross contamination. The meeting confirmed that the pens are not within sight of each other and they will add that boars cannot be kept. Councillor Horncastle confirmed that there will be a difference in rents, as they will need to recoupe the monies which have been spent.

Once contracts have been drawn up, it was agreed that the Chair or Clerk would witness any signatures.

- Item 14 Highways update – Councillor Atkinson updated the meeting and confirmed the road had been surfaced dressed - but as this was done on a very hot day – some had not stuck, and will be repaired.

Councillor Atkinson also confirmed that he had contacted Highways as the 30mph sign had been damaged.

- Item 15 Defibrillator boxes – the meeting approved for the clerk to purchase the signs at the smallest tin of paint available. The meeting will look to find someone who can paint this.

The chair will also look at the signage on the boxes to ensure they all match.

- Item 16 Financial update from Clerk

The clerk updated the meeting to confirm:

<i>Business premium account balance:</i>	£4,932.95
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<i>Community account balance:</i>	£295.79
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Claims this month:

<i>Clerk expenses claim:</i>	<i>Clerk expenses</i>	£171.67
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	<i>Electricity (aug/sept)</i>	£20.00
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	TOTAL CLAIM	£191.67
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The meeting approved this claim.

The meeting closed at 21:00

To confirm date and Time of Next Meeting: 16 November 2019, 7.45 in the Village

Item 13 Footpath/Allotment update inc pig pen - Cllr Horncastle updated the meeting and confirmed that he had re-written the pig pen contracts and would look to re-sign these in March. The meeting considered how much to charge, in order to re-coup the £200 which had been spent on this. It was agreed that an annual payment of £25 should be charged for this plot.

Item 14 Highways update

Surface dressing – Cllr Atkinson confirmed that he had spoken to Highways and asked if the road from the postbox to the village hall could be considered for surface dressing. Norfolk County Council plan this in the summer on a 2 year programme, so agreed to consider this in the plan for 2021.

7.5t restriction zone – No further information had been received on this and further research was being undertaken following the comments received.

Mud on roads – The meeting discussed the mud on the roads and speed of vehicles. They have spoken to those residents/farmers/contractors.

Overhanging hedges – the meeting discussed the overhanging hedges – Annette confirmed that they had a contractor booked, and that this would be completed within their works programme. Cllr Atkinson to write to other residents making them aware of any overhanging hedges

Road Closure notice – The Chair raised that notification had been received of the proposed temporary closure of Heath Road from 2 – 6 December to allow works on a replacement fire hydrant (except for access). The Chair confirmed that she would add a note to the next newsletter to ensure residents were aware.

Item 15 Village sign – Cllr Laws updated the meeting and confirmed that this had been taken away to be repaired, and was now being offered a replacement new one at no cost to the Parish, to be made of fibre glass. Cllr Laws will chase up on progress and report back to the next meeting.

Item 16 Financial update

The Clerk gave the following update:

Expenditure:	Uncontested election costs – Breckland DC	£75.00
	Training costs for new councillor	£38.40
	Transfer of funds for community car scheme	£150.00
	Clerk Expenses	£220.72
	Clerk electricity (Oct/Nov)	£20.00
	TOTAL	£240.72

The meeting approved the clerks costs.

The meeting closed at 21:30

To confirm date and Time of Next Meeting: 20 January 2020, 19.45 in the Village Hall.