Pudding Norton & Testerton Parish Council



Annual Meeting of the Parish Council Minutes

Thursday 9 June 2022, 7pm

Parish Councillors present: Patrica Ainger, Vivien Woods, Nigel Housden (District & Parish Councillor), Tom FitzPatrick (County Councillor). Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

**1. To elect a Chairperson for the coming year**

The Chairman invited nominations for the office of Chairman. Cllr Ainger was nominated by councillor’s present. With no further nominations it was agreed to elect Cllr Ainger to serve as Chairman for the coming twelve months. Proposed by Cllr Woods and seconded by Cllr Housden. Cllr Ainger thanked councillors and signed her declaration of acceptance. Cllr Ainger took the remainder of the meeting as Chairman.

**2. To elect a Vice Chairperson for the coming year**

Cllr Ainger invited nominations for Vice-Chairman. Cllr Woods was nominated by Cllr Ainger and seconded by Cllr Housden. With no further nominations, all agreed to elect Cllr Woods to serve as Vice-Chairman for the coming twelve months.

**3. Welcome and receive apologies for absence**

The Chairman welcomed all those present.

Apologies were received from Michael Ainger. Apologies accepted.

**4. To receive declarations of interest in items on the agenda and consider any requests for dispensations**

 Cllr Woods declared a pecuniary interest in item 9.3.

 Cllr Ainger declared a pecuniary interest in item 9.1.

It was RESOLVED to grant Cllr Ainger and Cllr Woods a dispensation to participate in the consideration of said items.

**5. To approve the minutes of the meetings held on 10 February 2022**

The minutes were approved without amendment and signed by the Chairman as a correct record.

**6. To report progress on items not on the agenda from the last meeting**

Clerk reported that there is still no further progress from Highways regarding the Village Gateways. Cllr FitzPatrick asked to be copied into future emails to help escalate this matter. Thanks given.

**7. To receive reports from NCC Cllr & NNDC Cllr, if attending**

 Please see minutes of the Annual Parish Meeting.

In addition Cllr Housden advised that he has received an email regarding the planning application for the storage of fertiliser at the Payne Brother site, which does affect both Pudding Norton & Hempton. Cllr Housden still has some concern over the safe storage of this fertiliser which may be toxic, and if there is a licence granted for storing it, this needs to be specific, otherwise they may be able to bring other material/substances in. The Councillors support Cllr Housden in this matter and agreed to reflect his enquires with the NNDC Case Officer.

**8. Open forum for Public Participation: an opportunity to hear from members of the public**

 There were none.

**9. Open Spaces**

9.1 To receive an update on the proposed sale of Parklands

 Please see minutes of the Annual Parish Meeting.

In addition to this it was noted that following receipt of some emails from the Parklands Residents Association it appears that the process that the Parish Council were led to believe has not been forthcoming. Councillors therefore agreed to arrange a meeting to discuss and consider what action is required.

9.2 Discuss and report any highways issues

Cllr Ainger reported that the pothole outside the Parklands entrance has started to reappear. Clerk to report this again, but will request a more permanent repair.

9.3 To received update on the proposed roundabout on Dereham Road crossroads

Cllr FitzPatrick advised that a new design and access statement has been done on this and it should have gone to those individuals that submitted initial comments.

Cllr Woods advised that she is aware of some individuals that commented, including herself, who did not receive details of these amendments. It was also noted that we are awaiting the date of the Planning Committee meeting. This has been pushed back, due to these recent amendments.

**10. Planning Matters**

10.1 To receive results of applications

 There were none.

10.2 To receive and consider new applications

PF/22/0947 | The Hall, Dereham Road, Pudding Norton, Fakenham, Norfolk, NR21 7NB

Installation of open swimming pool and tennis court with 2.75m high perimeter fence within grounds

 DC decision – APPROVED.

**11. To receive and consider correspondence**

Email received from the Parklands Residents Association concerning the sale of the site (please refer to item 9.1)

**12. Financial matters**

12.1 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters where in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

12.2 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council then RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate if Exemption on behalf of the Council.

12.3 To approve the Annual Governance Statement in the 2021-22 Annual Governance Annual Return (AGAR)

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

12.4 To approve the Statement of Accounts in the 2021-22 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

12.5 To approve the bank reconciliation and payment of accounts list

 The Council RESOLVED to approve the bank reconciliation and payments list (below)





12.6 To approve the asset register

 The Council RESOLVED to approve the asset register presented by the Clerk.

12.7 To approve the payroll agents fee for the coming year

 The Council RESOLVED to approve the increase in the payroll agents fee from £50 to £55 per year.

12.8 To consider and agree renewal of annual subscriptions and direct debits

 The Council RESOLVED to approve the annual subscription to NPTS and ICO and the DD for Npower.

**13. Receive update on progress with the Merger with Hempton Parish Council**

A constitution document for the new grouped Council has been received from East Law for consideration and progression. It is hoped that the first joint meeting will take place in July or September at the latest. An interim meeting will be arranged to review the constitution document. Further contact will then be made with East Law.

**14. To review and approve the GDPR Policy and Privacy Notice**

Following review, the Council RESOLVED to approve the GDPR Policy presented by the Clerk. The Privacy Notice is not due for renewal until next year.

**15. Receive items for next agenda and note the date of the next meeting**

The next meeting will be the first meeting as a grouped Council with Hempton Parish Council, to be held on Wednesday 20 July at 6pm, this will be subject to final confirmation.

The Chairman thanked everyone for attending and closed the meeting at 9.45pm.

 Signed by Chairman: ................................................................... Date: ...........................................

**16. To pass a resolution (under the Public Admission to Meetings Act 1960) to exclude members of the public and press for the following confidential items:**

16.1 To consider and approve Clerk’s pay increase and change to the working week

 Following appraisal, the Council RESOLVED to approve the Clerks’ salary increase by one SCP and to approve the 1.75% national increase, to be backdated to 1 April 2021.

 It was also AGREED that the Clerk’s contracted hours may be fulfilled flexibly between Monday – Thursday.