
Crimplesham Parish Council

Minutes of the meeting of Crimplesham Parish Council, Wednesday 17th May 2023, 7pm

Committee Members: Cllr Satur (Chair,) Cllr Dodds, Cllr Carter

Those Present: Cllr Satur, Cllr Dodds, Cllr Carter, CCllr Long, M Webb Clerk

Public: six

Apologies: BCllr Devulapalli

MINUTES

1. **Election of Chairman for the coming year and sign the declaration of Acceptance of Office:** Cllr Satur was nominated and seconded for the forthcoming year and signed his Acceptance of Office.
2. **Election of Vice Chairman and sign the declaration of Acceptance of Office:** Cllr Dodds was nominated and seconded for the forthcoming year and signed his Acceptance of Office.
 - **To sign Declaration of Office for Councillors:** all Councillors present signed their Declaration of Office.
3. **To consider and approve apologies for absence:** these were approved.
4. **To declare any conflicts and pecuniary interests on any items on this month's agenda:** none reported.
5. **To approve the Minutes from the last meeting:** these were approved and signed by the Chair.
6. **Public Forum (fifteen minutes only):**
 - A trustee and Village Hall committee member is concerned over the provisional sale of the Village Hall. She said some households had not received the flyer regarding this. The chair suggested that this was discussed at the next Village Hall committee meeting to give the public an opportunity to attend and discuss.
 - Another parishioner brought up the issue of walking along Coldham's Lane which was discussed at length at the last Parish Council meeting. The Clerk said that this should be taken to County Council, as Parish Councils have no power over this.
7. **To hear reports from County/Borough Cllrs (if present).**
 - A report was circulated from BCllr Devulapalli.
 - CCllr Long spoke regarding Coldham's lane, he agreed with the Clerk that is a County Council issue and not Parish Council. He understands contact has already been made with the County Council and that the Parish Council will be consulted when this has been taken further forward. Regarding the Village Hall he offered his help to the Village Hall committee as he had been part of the process for Marshland St James' new Village Hall.
8. **Reports from individual Councillors, Council groups and Clerk**
 - i. **To consider any new planning applications and ratify consultation responses between meetings.** (None for April/May)
 - ii. **To discuss and consider an action log for the Parish Council: Clerk.** This was considered a good idea and will be produced at every meeting
 - iii. **To discuss meeting dates and times: Clerk,** the November date has been moved to Thursday 16th. Meeting start time will now be 6.45pm
 - iv. **To note the Crimplesham PC does not have the General Power of Competence:** although the Clerk is CiLCA qualified two thirds of the Council have not been elected.

Crimplesham Parish Council

- v. **To discuss sending the old minute books to Norfolk Records Office in Norwich: Clerk.** The Clerk explained she now had all the old minute books, and they would be better stored at Norfolk Records Office at an ambient temperature. Full access to the minute books is available. This was discussed and approved for the Clerk to take to the Record Office.
 - vi. **To approve the Assets Register:** Council. The Council approve the Assets Register.
9. **To consider and receive reports on Health and Safety issues.** None reported

10. Finance matters

- i. **To approve monthly expenditure.** This was approved

Payments for May 2023 Authorisation					
Payee	Goods/Services	VAT	TOTAL	DD/EP electronic payment /direct debit	Supplier/Service
Melanie Hilton expenses	82.19	5.75	87.94	EP	mileage, stationery
Melanie Hilton	274.36	0.00	274.36	EP	19 Hours Clerk (this is roughly correct waiting for new payroll provider)
HMRC	68.59	0.00	68.59	EP	Month 1 (this is roughly correct)
BCKLWN	156.02	0.00	156.02	EP	Fortnightly litter bin collection
NALC	186.01	0.00	186.01	EP	Annual Membership for 2023/24
BHIB	442.00	0.00	442.00	EP	Annual Insurance 2023/24
John Cross	35.00	0.00	35.00	EP	Internal Audit 2022/23
TOTAL	1,244.17	5.75	1,249.92		

- ii. **To note income and expenditure balances reconciled from the previous month.** This was approved
- iii. **To approve Certificate of Exemption 2022/23** the Annual Governance Statement (part of the external audit document).
This was approved and signed by the Chair
- iv. **To approve Section 2 of the Annual Governance and Accountability Return 2022/23** – the Accounting Statements.
- v. **To approve Section 1 of the Annual Governance and Accountability Return 2022/23.**
- vi. This was approved and signed by the Chair
This was approved and signed by the Chair. The internal audit report was noted.
- vii. **To approve current signatories to continue on Barclays accounts.** This was approved
- viii. **To discuss change from Barclays to Unity Trust bank.** This was discussed and approved
- ix. **To discuss using NALC payroll service.** This was discussed and approved
- x. **To discuss subscription to Norfolk Parish Training and Support.** This was discussed and approved
- xi. **To discuss Clerks contract of Employment.** Discussion was held after the main meeting.
- xii. **To discuss Microsoft package quote.** This was discussed and approved
- xiii. **To discuss a new website.** This was discussed and approved.

11. **To propose agenda items for the next meeting.** Please get these to the Clerk before seven days of the next meeting

12. **To confirm the date and time for the next meeting of the Parish Council** – 19th July 2023 at 6.45pm.

13. **Close:** the meeting closed at 20.10pm

Signed by the Chair Date