

**Minutes of the meeting of the Parish Council held on  
Wednesday 5 May 2021 at 7.30pm.**

**The meeting was held online via Zoom under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020**

**Present**

Mrs Sue Darling– Chairman

Mr Ed Jones

Mrs Helen Mutimer

Mr Trevor Nelson

Ms Jayne Phillips

Mr Steve Williams

**In Attendance**

Mrs Patricia Kirby – Clerk to the Council & Responsible Financial Officer  
1 Member of the public

**Mr Jones in the role of outgoing Chairman of the Council opened the meeting welcomed those present and invited nominations for Chairman of the Council for the ensuing year. He further advised he would not accept any nomination for the position.**

**1. Election of Chairman of the Council for the ensuing year**

Mrs Sue Darling was nominated and there being no further nominations it was **RESOLVED** Mrs Darling be appointed and holds the position of Chairman for the ensuing year.

Mrs Darling to sign the Declaration of Acceptance of Office at the earliest opportunity and thanked members for her appointment.

Thanks were given to Mr Jones for his past chairmanship.

**2. Election of Vice Chairman**

Mrs Helen Mutimer was nominated and there being no further nominations it was **RESOLVED** Mrs Mutimer be appointed and holds the position of Vice-Chairman for the ensuing year.

**3. Apologies for Absence**

Dr Mark Hassall – apologies received and accepted  
All other members in attendance.

**4. Declarations of Interest & Dispensations**

In respect of the minutes, reaffirmation of previous declarations from those present who declared an interest at the last meeting where applicable.

No further declarations.

No requests for dispensations.

**5. Appointment of Authorised Signatories to orders of payment**

It was noted the possible need to appoint the Clerk in order to address access needs to the accounts however due to the current restrictions of attendance at the bank advice in respect of this had not been gained.

**RESOLVED** signatories are Mr Nelson Mrs Mutimer and Mrs Darling.

**6. Details of ordinary meetings for the ensuing year**

**RESOLVED** these would normally be held in St Margarets Church on the third Wednesday in every odd month.

**7. Appointment to Local Bodies/Groups**

Communication had been received from Dr Hassall in respect of the agenda reference to member responsibility and a possible perception of decisions taken individually by members. It was noted this had been raised in the past and the agenda had incorrectly referred to 'responsibility' and not 'lead'

It was reiterated the decisions of the council are taken collectively.

- member lead

**RESOLVED**

Finance – Mr Nelson

Commons – Mr Williams

Highways – Mr Jones

Footpaths – Ms Phillips

Planning – Mrs Mutimer

- PC representative for Trustee to Swannington Charity for Relief of People in Need

**RESOLVED** Mrs Sue Darling

**8. Minutes of the meeting held on 17 March 2021**

The minutes, having previously been circulated, were approved and will be signed by the Chairman as a true record at the next face to face council meeting.

**9. Information arising from the minutes**

- Terms of Reference amendment regarding cutting/trimming footpaths. Agenda item.
- Reinstatement of FP10 – liaison with NCC Countryside Officer. This was ongoing and in hand. The Commons report would carry an appropriate update.

**10. Public Participation**

Representations were made regarding communicating information to residents. Much discussion took place and of the need for Data Protection compliance. It was likely that the PC would move forward with a stand-alone website and the feeling was to rely on this. The Chairman gave thanks for attendance and the meeting was reconvened.

**11. Parish Crime Matters**

No matters raised.

## 12. Reports from County & District Councillors

Mr Peck. Apologies received together with thanks to the PC for the last 4 years of office. No report supplied.

Mr Bulman. Apologies received. No report supplied.

## 13. Finance Matters

**1. Verification of invoices.** Signatories confirmed the check and verification to date.

**2. Bank Reconciliation.** The Chairman confirmed the reconciliation to statement

(i) 31 March 2021 &

(ii) 15 April 2021.

### **3. Schedule of Receipts & Payments**

**RESOLVED** to accept income and expenditure as follows

#### **Receipts**

|     |                                 |        |
|-----|---------------------------------|--------|
| 16. | Barclays. Interest. Reserve A/C | £ 0.31 |
| 17. | Barclays. Interest. Commons A/c | 0.69   |

#### **Payments**

|        |   |        |
|--------|---|--------|
| 67/68. | Clerk. March salary                               | 287.68 |
| 69.    | NPF. March conts                                  | 86.76  |
| 70.    | Clerk. March Contract & admin expenses            | 31.94  |
| 1.     | Karen Eason Accountant. PAYE 21/22                | 133.00 |
| 2.     | CGM. Paths on Alderford Common strimming (1 of 7) | 41.40  |
| 3.     | CGM. Play Area April grounds (1 of 7)             | 69.42  |

### **4. Budget Monitoring Statement to end of Financial year 31 March 2021**

**RESOLVED** to accept

#### **5. Annual Audit 20/21**

(i) Annual Internal Auditor & Audit Report. It was

**RESOLVED** to accept.

(ii) Internal Control Procedures & Review of Effectiveness.

The presented Statement of Internal Control document was considered and reviewed as appropriate. It was

**RESOLVED** to accept

(iii) Variances and Reserves.

**RESOLVED** to accept

(iv) Annual Governance Statement (Section 1)

Members confirmed the supporting statements to the accounts and

**RESOLVED** to approve the Statement for the year ending 31 March 2021

(v) Accounting Statements (Section 2)

**RESOLVED** to approve the Accounting Statement for the year ending 31 March 2021

(vi) Exemption from a limited assurance review. The statements for exemption were confirmed and it was

**RESOLVED** to certify as exempt from a limited assurance review.

### **6. Financial Reserves Policy & Schedule of Reserves from 1 April 2021**

**RESOLVED** to accept and adopt.

### **7. Self funding of 21/22 expenditure shortfall**

**RESOLVED** to move £1500.00 from the Commons account to the current account to address the identified shortfall.

Meeting was adjourned due to basic Zoom time allocation at 8.10pm and reconvened at 8.15pm. Ms Phillips did not re-join the meeting.

**14. Reports in respect of non agenda items**

The Clerk briefed members on administration work undertaken.

The precept had been received in full and not in instalments as expected. BDC advised this was an error on its part.

A communication had been received from St Margarets PCC in respect of the PC ceasing support with grounds maintenance. This had been discussed with Mr Jones in his chairmanship and agreed a response would be sent on behalf of the PC as opposed to the need for meeting discussion. This was noted however members agreed to receive a copy of the letter and the intended response.

Chairman: Nothing to report.

Finance: Nothing to report.

Commons: Written report received from Mr Williams. Noted.

The reference to the fenced area is the matter previously referred to as the rabbit fence. Members were in agreement for the request for planting a tree on Alderford Common. Mr Williams to liaise with the enquirer.

Highways: Nothing to report.

Footpaths: Nothing to report.

Planning: Nothing to report.

**15. Planning**

**1. Planning Applications.**

**20210496 – Harold Jones Farm, Top Road, Little Witchingham**

Erection of a farm machinery workshop to replace an existing building

**RESOLVED** no objections

**16. Correspondence**

**1. Annual Parish Meeting 2021.** Much discussion took place with respect to holding face to face meetings before June being mindful of current restrictions and public health advice. It was with agreement not to set a date for this meeting within the required timeframe.

**2. Terms of Reference for Member Lead.**

In view of raised comments from Dr Hassall sent to Mr Jones & the clerk it was agreed to defer to the next meeting

**3. Stand alone website.**

**RESOLVED** this is the most appropriate way forward and to accept the offer for building and administering a stand alone site. Mr Nelson and the clerk to take the matter forward to a draft site stage.

**Action PK**

**4. Use of Swannington Common for 'pop-up' pizza provision.**

**RESOLVED** to ratify permission

Meeting was adjourned due to basic Zoom time allocation at 8.55pm and reconvened at 9pm. Mr Williams did not re-join the meeting.

5. NflkALC Membership subscription.

**RESOLVED** to renew at a cost of £121.19

6. **Armed Forces Covenant.** Much discussion took place. It was with agreement to defer the matter and re-visit in 6 months.

7. **Communication for PC sponsorship of wheelie bin stickers in Hall Road area.**

Much discussion took place. It was with agreement to ascertain in the first instance if NCC still operate the Temporary Speed Awareness Bin Sticker Messaging scheme. **Action PK**

8. **Insurance Renewal 2021/2022.** Mr Nelson indicated possible policy changes however recommended acceptance.

**RESOLVED** to renew in principle at a cost of £431.71. Mr Nelson would give attention to a comparison of policy changes and discuss with the Insurer. **Action TN**

9. **Excess hours worked.**

**RESOLVED** additional hours to the end of March 2021 to be paid in line with contractual obligations.

17. **Exchange of Information**

Mr Jones informed he would be resigning from the Parish Council following the meeting.

18. **Next meeting**

The next meeting would be held subject to availability in

**St Margarets Church Swannington on Wednesday 21 July 2021 at 7pm.**

Ms Phillips gave apologies for this meeting

**The Chairman gave thanks for attendance and closed the meeting at 9.11pm**