



MINUTES of the ANNUAL PARISH COUNCIL MEETING held on Thursday 21 May 2015 Immediately after the Annual Parish Meeting

2015/07

Those Present: Richard Cole, Sue Lane, Tony Lilley, & Jon Smith
Keith Leesmith (Clerk) & Vincent Fitzpatrick (NNDC)

1. **Election of Chairman** – Sue Lane.
Declaration of acceptance of office signed by all Councillors
2. **Election of Vice-Chairman** – It was decided that if the Chairman was not present, a substitute would be voted for at that meeting, rather than have an elected Vice-Chairman.
3. **Dates of meetings for the coming year**
Agreed as follows: 16.07.15 – 17.09.15 – 19.11.15 - 21.01.16 – 17.03.16 – 19.05.16

Normal Bi-monthly Meeting

- 4a. **Declarations of Interest** – None
- 4b. **Apologies** – David Horton-Fawkes, Simon Hester (NNDC)
5. **Minutes of the Meeting held on 19 March 2015.** – Agreed and signed
6. **Reports**
 - a) Norfolk County Council

KL read the report that MS had supplied for Holkham PC. This mentioned the fact that local producers can now mention their products on the Norfolk Coast Partnership website, and that the County Council is again launching the Norfolk Trails photographic competition. The Norwich Park and Ride contract will change in the autumn, with new buses being provided, and toilets being re-opened. The new contract will also save £0.5m per annum. A full version of the report can be seen on the website at:

<http://warhampc.norfolkparishes.gov.uk>

North Norfolk District Council

Vincent Fitzpatrick had nothing yet to report, but introduced himself. He and Simon Hester are now representing Priory Ward. He said that he was happy to be involved in any local issues and his contact details could be found on the NNDC website

Parish Clerk

KL had printed off copies of the Code of Contact for Councillors, because at this meeting they had to sign a Declaration of Acceptance of Office, which agreed to abide by the Code.

E-on Electricity would be increasing their prices for street lighting by about 25% soon. KL had investigated this but it appeared that they had not increased the price for many years, and the new price was not unreasonable, being similar to a domestic rate for power.

7) To agree accounts and audit questions for the year 2014/2015

Following the adoption of accounts, the annual governance statement was considered and all answers completed positively. It was agreed that the accounts could now go forward for external audit.

8) To discuss any outstanding matters regarding the Reading Room

There had been delays, because of legal problems, but the architect had completed the final plans, tender papers had gone out, and a meeting to decide on the contractors would take place on 7 July. By the end of July, a start and approximate finish date should be known.

9) To discuss any planning matters

There were no new plans for consideration. With regard to the Chalk Hill Farm development, we were still awaiting a decision from NNDC planning department.

10) To discuss the children's playground in the light of impending annual inspection

There were some posts and fence panels which need replacing. RC would undertake this and send us a bill. He would also oil the gate, in the hope that it would self-close. KL had obtained two quotations; one to replace the existing bark pits with wetpour (approximately £8000) and one to replace the swing, and put a wetpour surface under it. (Approximately £3500). He suggested that we might try to obtain a "Big Society" grant for the first and a Victory Housing Community Grant for the second. This was agreed.

11) To discuss the purchase of a new notice board

The existing notice board was in a very poor state and needed replacement very soon. A quotation had been obtained of approximately £1200 to replace it with a similar one made of oak. A maintenance free, recycled plastic version would cost slightly more, and an aluminium one less than half. It was agreed that SL would ask a local tradesman if he would be prepared to quote. £1000 has been allocated from the budget for this year.

12) To decide on possible donations to local groups

This item was held over from the last meeting because there were only three Councillors present. It was agreed that, as we had several liabilities/projects this year, we would not make any donations for last year.

13) Financial Report and accounts for settlement

There had been no changes to the bank account since the beginning of the year apart from the monthly direct debit for street light electricity and the receipt of the first half of the precept.

The following accounts were approved for payment:

[It was agreed that since the third signatory had been absent for this and the previous meeting, RC should sign cheques payable to himself on this occasion.]

Richard Cole – grounds maintenance: Feb Mar, Apr, May (outstanding from last meeting)	380.00
Mike Gates – internal audit	25.00
Keith Leesmith – Clerk's 1st quarter salary and contribution to expenses	453.60
Inland Revenue – PAYE on above	109.40
Richard Cole – Grounds maintenance: Jun, Jul	190.00

14) Minor Matters

There are two streetlights not operating – at the junction of Chapel Street and Park Road, and in the Street near the entrance to Warham House. KL would ask the maintenance contractors to deal with these.

15) To agree date of next meeting

Confirmed at Thursday 16 July 2015

The meeting closed at 2035