



Barsham Parish Council

Annual Parish Council Meeting Minutes

Wednesday 22 May 2024

Parish Councillors present: Andrew Ross (Chairman), Grace Howlett, Jimmy Goodley, Maragret Hulme and Michael Dalby (County Councillor) Also in attendance: Jodie Bond (Parish Clerk). There was one member of the public present.

1. To elect a Chairman for the coming 12 months

The Chairman invited nominations for the office of Chairman. Cllr Ross was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Ross to serve as Chairman for the coming twelve months. Proposed by Cllr Goodley and seconded by Cllr Howlett. Cllr Ross thanked councillors and signed his declaration of acceptance. Cllr Ross took the remainder of the meeting as Chairman. Cllr Laws has formally resigned. The Chairman wished to give thanks to Cllr Laws for his help and support over the years. Clerk to send a letter of thanks.

2. To elect a Vice Chairman for the coming 12 months

The Chairman invited nominations for the office of Vice Chairman. Cllr Goodley was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Goodley to serve as Vice Chairman for the coming twelve months. Proposed by Cllr Ross and seconded by Cllr Howlett.

3. Welcome and receive apologies for absence

The Chairman opened the meeting and welcomed those present.
Apologies received from Frank Chapman. Apologies accepted.

4. To review and approve the Co-option policy

Following review, the Council RESOLVED to adopt the amended Co-option policy presented by the Clerk.

5. To fill a Parish Councillor vacancy by co-option

Maragret Hulmes' application for the role of Parish Councillor was considered by members of the Council and following a unanimous vote in SUPPORT, the Council RESOLVED to co-opt Margaret onto the Council. Proposed by Cllr Ross, Seconded by Cllr Goodley. The declaration of office was duly completed and signed.

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

Cllr Goodley declared an interest in item 12.2. Councillors present granted Cllr Goodley a dispensation to participate in item 12.2.

7. To approve the minutes of meeting held on 18 March

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

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

There were none.

9. NCC & NNDC Councillors, if in attendance

Cllr Tom FitzPatrick reported on matters including the review of the Padel court application, financial issues with the rebuilding of the Rocket House in Cromer and the new swimming pool in Fakenham is planned for completion by April 2026. He was also elected as Vice Chairman of The District Council. Cllr Michael Dalby reported that there is a dentistry briefing coming up, the SAM2 grant funding is still not confirmed, the verge cutting will be reported to the Highways Inspector and the broken road signage. The small speed camera van has been re-deployed so it should be active in the rural villages again soon.

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

There were none.

11. Open spaces

Play Area – It was agreed that a survey would be carried out to enable us to fulfil The National Lotteries requirements. Cllr Fitzpatrick suggested we could also apply to Aldiss and Kinnertons.

Clerk to forward a copy of the TNL application to Margaret for her input.

The long grass verges were reported, and the sign which is down opposite the village hall turning.

A parishioner email was received regarding the play area hedges which they believe need to be cut and dogs are accessing the play area. The Council noted that the hedges are maintained but they cannot be cut during bird nesting time of year. It was agreed that new 'No Dogs' signs will be purchased, as well as a Parish Council contact sign for the gate.

The Clerk noted that there is still no update on the SAM2 funding.

12. Planning Matters

12.1 To receive results of applications

There were none.

12.2 To receive and consider new applications

Erection of building to provide Padel tennis facility with two indoor courts, changing facilities, bar and sitting area; construction of outdoor court and parking area PF/23/2569 | Land At , Waterhouse Farm, Waterhouse, Fakenham, Norfolk, NR21 0LA

DC decision - SUPPORT

13. Financial Matters

13.1 To approve the asset register

Following review, the Council APPROVED the asset register presented by the Clerk.

13.2 Note the Internal Audit Report

Dan Andrews carried out the internal audit, which has been completed and the accounts are in order.

13.3 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 of Exemption on behalf of the Council.

13.4 To approve the Annual Governance Statement in the 2023-24 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.

13.5 To approve the Statement of Accounts in the 2023-24 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.

13.6 To approve the bank reconciliation and payment of accounts list

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

Payments

Clerk	Salary (Apr-May)	£139.50
HMRC	PAYE	£68.95
Sculthorpe PC	Clerk Exps	£9.66
Samantha Jackson	Payroll Fee	£60.00
Clear Councils	Insurance	£360.66
Barry & Shaun	Grass Cutting	£75.00

Receipts

NNDC	Precept	£1683.00
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13.7 To approve the renewal of insurance with BHIB (year 2 of 3-year policy)

Following consideration, the Council RESOLVED to approve the yr2 of 3 insurance renewal with BHIB Ltd. It was noted that BHIB has changed their name to Clear Insurance.

14. To receive and consider Correspondence

There was none.

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

Items for inclusion on the next agenda:- Slipper chapel and issues with the pilgrim buses

The next meeting will be held on Monday 15 July. The Chairman thanked everyone for attending and closed the meeting at 8.23pm.

Signed by Chairman: Date: