



Raynham Parish Council

Annual Parish Council Meeting Minutes

Tuesday 14th May 2019, following the APM, West Raynham Village Hall

In Attendance

Cllr Sidell, Cllr Fenn, Cllr Mudd, Cllr Housden, Parish Clerk

1. Chairman Election

Parish Clerk invited nominations for the office of Chairman. Cllr Sidell was Proposed by Cllr Mudd and was Seconded by Cllr Fenn. With no further nominations, all agreed to elect Cllr Sidell to serve as Chairman. The Declaration of Acceptance of Office was duly signed.

2. Election of Vice Chairman

Parish Clerk invited nominations for the office of Vice Chairman. Cllr Buck was Proposed by Cllr Fenn and was Seconded by Cllr Mudd. With no further nominations, all agreed to elect Cllr Buck to serve as Vice Chairman. The Declaration of Acceptance of Office was duly signed.

3. Apologies

Apologies received from Cllr Buck, Cllr Brookes & Cllr FitzPatrick.

4. Declarations of Interest

There were none.

5. Approve Minutes

Minutes of meeting held on 26th March 2019 were AGREED and Signed by the Chairman.

6. Matters arising from minutes from last meeting (for information only)

- Clerk required copies of latest council tax bills to further the precept enquiries.
- Cllr Mudd attended the event at Sculthorpe Airbase organised by RAF Mildenhall. The Hercules and Hurricane aircraft are planned to be stopped from being used in Britain from 2024. It was explained why the aircraft fly in and out without lights on. This provides good practice opportunities. RAF Mildenhall offered the opportunity to communicate any issues or concerns to them.

7. Meeting adjourned to hear from Councillors and members of the public present

None

8. Defibrillator

The Defibrillator is now installed in the red phone kiosk on The Street, West Raynham.

Cllr Brookes to install the defib kiosk signs.

Clerk to make enquiries about first aid training get prices and consider organising a first aid training event whereby people pay to attend the training if necessary.

9. Open Spaces

- Bus shelter. Clerk gave an update - FW confirmed that they intend to include a bus shelter within the entrance gate to The Orchard, should the planning application go ahead.
Cllr Housden suggested that we request that it is included in the Section 106 early work, so that it gets installed sooner rather than later. Keep this as an agenda item for Cllr Housden to report back.
- Street Lighting – The new LED light has now been replaced.
- Dog Bin
Cllr Fenn requested that a dog bin be installed near the bench near the cattle field. Chairman to speak to Tom Raynham.

9.1 Play Area

The fencing work is due to be carried out.

Some remedial works are also required to the play area, including a new chain on the rope bridge, new baby swing seat, new slide tower post and new post on cargo net. Chairman has received a quote for the new items.

Clerk to book play equipment inspection.

9.2 Village Gateways

The precise locations are to be confirmed with Highways and Tom Raynham. Chairman will meet arrange to have a site visit.

9.3 SAM Machine
A reply has still not been received to establish whether we have been successful in receiving price match funding. Clerk has already chased NCC. Chairman will also follow up. Information to follow once received.

10. New Councillor Training

Clerk suggested training courses via NPTS, available on 4th and 11th June at Bawdeswell. Clerk to check times, inform the PC and book spaces for those wishing to attend.

11. Planning

26 The Street – Permitted.
94 Dwellings – No Decision
Site opposite plot 9 – No Decision – or was it withdrawn?

12. Correspondence

- Clerks & Councils Direct Magazine
- HAGS Playground Literature
- School – Parent or trust appointed governor request.
- Local plan NNDC letters to be circulated. Cllr Housden explained that it is important for the PC to comprise a list of things that are important to the community.
- Public transport may be an area that is important to be discussed.
- Clerk to produce a bimonthly newsletter.

13. Financial Matters

13.1 Current bank balance & reconciliation as at 13.05.19
Bank - Community Acc. £2419.43. Bus. Acc. £5312.50
Cashbook - £2419.43, Bus. Acc £5312.50

13.2 Chairman read out the list of invoices to be paid (see below). Invoices were AGREED.

Payment to	Description	Amount
J Bond	Expenses	£14.39
J Bond	Salary	£268.96
NALC	Subscription	£113.54
Hempton PC	Stationery & Clerk Mobile	£31.52
T Mudd	Cllr expenses	£27
NPTS	Internal audit	£30
BHIB	Insurance	£343.31
CGM	Grass Cutting	£105
	Total	£933.72
Receipts from	Description	Amount
NNDC	Precept	£2925
	Total	£2925

13.3 Internal Audit Report was read out. All boxes on page 4 were answered with a yes. Clerk to action the suggestions within the report.

13.4 The Exemption certificate was agreed the signed.

13.5 The Governance Statement was agreed the signed.

13.6 The Accounting Statement was agreed and signed.

14. Items for Inclusion on Next Agenda

New dog bin, Adoption of H&S Policy, FOI Policy, Lone Worker Policy, Update to Standing Orders.

15. Date of Next Meeting

Tuesday 30th July

Meeting closed at 8.50pm

Signed by Chairman: Date: