



# Meeting Minutes

## Annual Meeting of Raynham Parish Council

Tuesday 26 May 2020 at 7pm, via video conferencing

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Parish Councillors present: David Sidell (Chairman), Richard Brooke, Tim Mudd, Barry Sergeant, Tracey Fenn, Tom FitzPatrick (County Councillor), Nigel Housden (District Councillor).

Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public.

Cllr Sidell opened the meeting and welcomed everyone.

**1. To elect the Chairperson for the coming year**

Cllr Sidell invited nominations for the office of Chairman. Cllr Sidell was nominated by councillors' present and it was agreed to elect Cllr Sidell to serve as Chairman for the coming twelve months. Proposed by Cllr Fenn and seconded by Cllr Mudd. Cllr Sidell thanked councillors and agreed to sign his declaration of acceptance and send to the clerk. Cllr Sidell took the remainder of the meeting as chairman.

**2. To elect the Vice-Chairperson for the coming year**

Cllr Sidell invited nominations for Vice-Chairman. Cllr Buck was nominated by Cllr Sidell seconded by Cllr Brookes. With no further nominations, all agreed to elect Cllr Buck to serve as Vice-Chairman for the coming twelve months.

**3. To receive apologies for absence**

Apologies received from Cllr Buck. Apologies accepted.

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

No declarations of interest or requests for dispensation were made.

**5. To approve the minutes of the meetings held on 28<sup>th</sup> January & 24<sup>th</sup> March 2020**

The minutes were approved without amendment.

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

There were none.

**7. Receive reports from Local PC, NCC Cllr & NNDC Cllr, if attending  
NNDC Cllr Housden – Report**

Bus Shelters (see item 9.5).

Cllr Mudd raised the issue that NCC Highways wish to increase the road width on the straight towards The Orchards to 5.3m and re-white the lines on the bend just before. Cllr Housden and Cllr Mudd agree that this would make this section of road into a race track, drivers already speed

here and widening the road would make it worse. Cllr Housden advised that the developers would be prepared to pay towards the road widening, however he agrees with Cllr Mudd. The road markings are the key element and are definitely required as it is not currently obvious that people must give way but the road widening is the concern. Cllr FitzPatrick is happy to help liaise with Highways on this matter.

***NCC Cllr Tom FitzPatrick– Report to follow.***

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

There were none.

**9. Open Spaces**

9.1 Play Area update

The play area remains closed due to Coronavirus and Government legislation. NNDC have confirmed that the No Dog signs are now being processed (with a new supplier) and will be fitted soon.

9.2 White Village Gateways update

Confirmation of the awarded funding had now been received. The NCC acceptance form will be duly signed by the Clerk and returned to NCC Highways, together with the Parish Councils contribution for works to be scheduled.

9.3 Highways Issues

Clerk to report to the Highways Rangers various pot holes up near the water tower. Also, there are approx. 20 old tyres that have been fly tipped on the road side, also close to the water tower. Cllr Housden will speak to the EHDpt regarding the fly tipping. Cllr Fenn also raised the issue of large contractors' lorries driving over the verges and flattening them down while accessing the barn conversion site. Cllr FitzPatrick advised that anyone is able to log highways issues directly via the NCC website or via the Clerk.

9.4 East Raynham Street Light

UKPN had removed the lantern from pole 11 in East Raynham. They were unable to reinstall the lantern due to its age and condition, however they failed to notify the parish council that it had been removed. Clerk had attempted to request the cost of a replacement is covered by them; however, they deem this the responsibility of the parish council and will not replace the lantern, only the bracket and cut out.

Clerk is awaiting a quote for the replacement. Clerk to also make enquiries about replacing all the streetlights with LED lights. They would provide a huge cost saving and be more environmentally friendly. They must be of a sympathetic style.

9.5 Bus Shelter at The Orchard

The developers of the 94 Dwellings on the RAF site have agreed to provide and install three bus shelters under the section 106 agreement and pay £7,500 per shelter towards their maintenance. However, all three shelters fall under the Parish of Helhoughton.

Following discussion, the Parish Council agreed, in principal, to adopt and take responsibility for one of the bus shelters (the one at The Orchard), subject to formal agreement with Helhoughton Parish Council, NNDC and the developers. This is also subject to agreeing the specification of the bus shelter, as requested by Cllr Brookes, and to agreeing a sufficient amount of funding to cover the cost of the maintenance of the shelter for the next 30 years. It is thought that £10,000 would be a more acceptable amount. Cllr Housden will request a copy of the bus shelter specification for review. Thanks were given to Cllr Housden for his efforts with this matter.

**10. Planning Matters**

PF/20/0113 - 39 Stephenson Close - Approved

PF/17/0729 - Erection of 94 dwellings - Objection – No decision

**11. Correspondence**

Barclays Letter regarding interest rate reduction

Clerk & Councils direct magazine

**12. Finance**

12.1 To review the asset register for year ending 31 March 2020

The council RESOLVED to agree the asset register for 2019/20. The Parish Council will review the asset valuations for the 2020/21 financial year.

12.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

12.3 To approve the Certificate of exemption

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the 2019-20 Certificate of Exemption. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

12.4 To approve the Annual Governance Statement in the 2019-20 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 2019-20 Annual Governance Statement.

12.5 To approve the Statement of Accounts in the 2019-20 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the 2019-20 Statement of Accounts. The Chairman and the Clerk agreed to sign accounts after the meeting on behalf of the Council.

12.6 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Payment to	Description	Chq No.	Payment
Eon *	Electricity	DD	£237.88
BHIB	Insurance	100531	£348.80
Clerk	Salary	100532	£182.75
Clerk	Website hosting and domain	100533	£86.71
Hempton PC	Clerk Mobile & Stationery contribution	100534	£24.34
NALC	Subscription	100535	£115.75
Norfolk County Council	Village Gateways contribution	100536	£3571.82
<b>Total payments to be approved</b>			<b>£4330.17</b>
Receipt from	Description	Ref	Amount
NNDC	Precept	DC	£2892
<b>Total receipts received</b>			<b>£2892</b>

12.7 To appoint a Councillor as Internal Audit Control Officer for the coming year

A councillor checks the finances quarterly having access to all the financial records. The Council RESOLVED to appoint Cllr Fenn for the year to May 2021 as Internal Audit Control Officer.

**13. To review GDPR Policy, Privacy Notice and Information Audit**

The Clerk proposed amendments to the General Data Protection Regulations Policy, Privacy Notice and Information Audit documents. The Council RESOLVED to approve the amendments.

**14. To agree to necessary PC website compliancy work**

The Council discussed and AGREED to appoint Steve Jackman to carry out the necessary WCAG 2.11AA compliance work for the sum of £45 +VAT.

**15. To receive any items for inclusion on the next agenda**

Consider making payments via online banking.

Village gateways update.

SAM2 update.

**16. To note the date of the next meeting**

Date of next meeting will be Tuesday 28 July 2020.

Meeting was closed at 8.20pm

Signed by Chairman: ..... Date: .....