

# Warham Parish Council



Parish Clerk:  
Keith Leesmith  
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**NB – The Annual Parish Meeting was postponed/abandoned for this year**

## **MINUTES of the ANNUAL PARISH COUNCIL MEETING held at 1930 on Thursday 21 May 2020 by email**

**2020/05**

**Those Present:** Polly Hanson-Smith, Jonathan Smith (Chairman), & Steve Vickers  
Keith Leesmith (Clerk), Marie Strong (NCC), & Richard Kershaw (NNDC)

### **1. Election of Chairman**

Legislation has been passed to the effect that all Chairmen for 2019/20 will continue until May 2021 – hence Jon Smith will continue as Chairman

### **2. Dates of meetings for the coming year**

Agreed as follows: 16.07.20 – 17.09.20 – 19.11.20 - 21.01.21 – 18.03.21 – 20.05.21

### **3. Apologies – None, but it is known that Richard Cole does not use a computer**

### **4. Declarations of Interest – None**

### **5. Minutes of the Meeting held on 19 March 2020 – Agreed and signed**

### **6. Reports**

#### Norfolk County Council

Marie Strong had sent a report which was distributed to Councillors. This is appended to these minutes and appears on the website

#### North Norfolk District Council

Richard Kershaw had sent a report which was distributed to Councillors. This is appended to these minutes and appears on the website.

#### Parish Clerk

Keith Leesmith had distributed a report to Councillors. This is appended to these minutes and appears on the website.

### **7) To agree annual governance statement for the year 2019/2020**

It was agreed that we could answer positively to all the questions in the Annual Governance Statement, and this was signed off.

### **8) To agree accounts for 2019/2020**

The figures on the accounting statements were agreed and signed off. The Certificate of Exemption could also be signed as we had turned over less than £25k.

**9) To consider a report received regarding the proposed affordable housing site**

David Fennell of Homes for Wells had sent a report which was distributed to Councillors, is appended to these minutes and appears on the website. In it he said that although HfW had to be cautious during the coronavirus crisis it was still their intention to develop and operate the site as soon as possible. The original idea of using (faster) modular construction was because of a time-limited grant application. As this was not now the case, they would be looking at conventional construction, which was likely to be cheaper, and also provide local work.

Councillors preferred the idea of conventional construction and were happy for HfW to continue with the project despite the delays.

**10) To discuss any planning matters to hand**

None

**11) Financial Report and accounts for settlement**

A bank reconciliation had been passed to Councillors.

The following accounts were approved for payment:

Ground's Maintenance Contractor	100.00
Norfolk Association of Local Councils – annual subscription	129.17
Internal Auditor	25.00
Parish Clerk – 1st quarter salary and contribution to expenses	490.29
HMRC – PAYE 1 <sup>st</sup> quarter	116.60

**12) Minor Matters**

None

**13) To agree date of next meeting**

Confirmed as Thursday 16 July 2020

**The meeting closed at 2015**

**These minutes were formed from the 67 emails that were sent during the online meeting**