



2023/06

MINUTES of the ANNUAL PARISH COUNCIL MEETING held on Thursday 18 May 2023 at 19.46

Those Present: Polly Hanson-Smith, Jon Smith (Chairman), Kirsty Vaughan-Jones, & Steve Vickers
Keith Leesmith (Clerk),

- 1a) **Election of Chairman** – Jon Smith elected – Declaration of Acceptance of Office Signed
1b) **Declarations of Acceptance of Office** signed by the other Councillors

- 2) **Dates of meetings for the coming year**
Agreed as follows: 20.07.23 – 21.09.23 – 16.11.23 - 18.01.24 – 21.03.24 – 16.05.24

- 3) **Apologies** – Michael Dalby (NCC), Sarah Butikofer (NNDC)

- 4) **Declarations of Interest** – None

- 5) **Minutes of the Meeting held on 16 March 2023** – Agreed and signed

- 6) **Reports**
Norfolk County Council

Michael Dalby had previously circulated a report which is appended to these minutes and appears on the website.

Parish Clerk
KL had previously circulated a report to Councillors which is appended to these minutes and appears on the website.

Homes for Wells/Flagship development
Kai Gibbon had sent a report which had been circulated, is appended to these minutes, and appears on the website. Our new District Councillor, Sarah Butikofer, had been informed of the many delays with this development and had said that she would do what she could to progress the scheme.

- 7) **To discuss any planning matters to hand**
There were no new applications.

- 8) **To agree the annual audit governance statement for the year 2022/2023**
It was agreed that we could answer positively to all the questions in the Annual Governance Statement, and this was signed off.

- 9) **To agree accounts for 2022/2023 and sign off audit statement**
It was agreed that the accounts could be signed off for the year. Also, the *Certificate of Exemption* as we continue to have a turnover (well) under £25,000. These were signed off by the Chairman and Clerk.

- 10) **To discuss probable bill from NNDC for non-contested election**
KL explained his feelings regarding this subject, expanding on the notes that he gave in his report. He explained the resolution made at the meeting of Holkham Parish Council and it was agreed that Warham should do the same. The following therefore is extracted from Holkham's Minutes:

KL said that after a non-contested election we normally received a bill for work done by NNDC. This was by no means standard practice, with many Districts not doing this. During the election process it was normal practice for NNDC to ask Parishes to assist them in circulating various notices pertaining to both the District and Parish elections. Originally, these notices and forms had been posted to Parishes, but now they were emailed with the Parishes expected to print them as well as display them. Maybe it was fair enough for the Parish to undertake this work if they did not receive a bill for the non-contested election but otherwise it seemed reasonable for the Parish to submit its own account for work done, it being believed that the District, as electoral authority, not the Parish, has a legal obligation to undertake this work. **It was agreed that in the event of receipt of a bill for the non-contested election, we would send our own at the rate of 20p per printed page, plus 45p per mile for travel.**

11) Financial Report and accounts for settlement

A bank reconciliation had not been prepared as we needed to wait until the end of May for a full bank statement
The following accounts have been paid since the last meeting:

Reading Room - Donation	100.00
Burnham Market Area Car Scheme – Donation	100.00
Quarterly bank charges	18.00
Npower - March	29.66
Data protection – annual fee	35.00
Internal Auditor	25.00
Ground's Maintenance Contractor (April)	110.00
Parish Clerk – 1st quarter salary and contribution to expenses	555.76
HMRC – PAYE 1 st quarter	132.20
Npower - April	20.24

12) Minor Matters

None

13) To discuss the Co-option of an additional Councillor

We needed one more Councillor to get back to strength, and it would be preferable to find two as one of the existing Councillors would like to stand down if possible. Various names were mentioned as possible, and these would be approached to see if they would be interested. KL said that although not (yet) a legal requirement, it would be easier if new people are computer users. In order to speed the process, Councillors would communicate with each other by email.

14) To agree date of next meeting

Confirmed as Thursday 20 July 2023

15) To complete new *Register of Parish Member's Interests Forms*

All Councillors had completed these online before the meeting

The meeting closed at 2035