

**Minutes of the Annual Parish Council Meeting (AGM) of Nordelph Parish Council
Tuesday 21st May 2024 at 6.30pm held at the Village Hall, Birchfield Road, Nordelph**

Parish Councillors present: Sarah-Jane Capsey (Chair), Helen Thomas, Sally Favell, John Lyus, Sue Venn & Pete Gray. Also present: Kate Bennett (Parish Clerk), Borough Councillor Rose, Borough Councillor Spikings and County Councillor Dawson.

Apologies: No report.

MINUTES

1 To receive nominations for and elect a Chairman for 2024 2025

It was resolved to elect Councillor Capsey as the Chairman for the incoming municipal year; she duly signed a declaration of acceptance office and code of conduct form.

2 To receive nominations for and elect a Vice-Chairman for 2024 2025

It was resolved to elect Councillor Thomas as the Vice-Chairman for the incoming municipal year.

3 To consider and approve apologies for absence: no report.

4 Members' Code of Conduct

Members were reminded of their responsibility to check their Register of Interests Forms and to advise the Clerk of any amendments within 28 days of the date of this meeting.

5 To declare any pecuniary interests in any item on the Agenda & consider any requests for dispensations

No declarations of pecuniary interests were given for any item on the agenda and no dispensations had been requested prior to the meeting.

6 Open Forum for public participation (15 minutes only): no report.

7 To approve the Minutes of the two meetings held on 9th April 2024

It was resolved to accept the Minutes of the last meetings as a true record and these were signed by the Chairman; both the Annual Parish Meeting Report and the Minutes of the Ordinary Meeting of 9th April 2024.

8 Clerk to report any outstanding issues not on this month's Agenda

- a) Owl and bird boxes have now been installed in the cemetery. Bat and hedgehog boxes to be considered at the next meeting.
- b) The provision of another dog waste bin for the High Street.
- c) A community litter pick.
- d) Confirmation of the legal position regarding the blue car parked at the Staithe.

9 To consider Council Governance

- a) It was resolved with all in favour to approve the Council's Standing Orders for 2024 2025.
- b) It was resolved to adopt the updated Financial Regulations for 2024 as supplied by the Norfolk Association of Local Councils.
- c) It was resolved to adopt a new Risk Management Policy for the Council.
- d) It was resolved to adopt a new Safeguarding Policy for the Council.
- e) The Council's asset register had been considered and adequate insurance provided for 2024 2025: it was resolved to approve expenditure of £806.15, the renewal premium for 2024 2025.
- f) It was resolved for Councillors, Capsey, Venn and Gray to continue to be signatories on the Council's bank account for 2024 2025.
- g) It was resolved for meeting days to continue to be on Tuesday evenings at 6.30pm for 2024 2025 as advertised on the Parish Council website.
- h) It was resolved to certify the Parish Council as exempt from a limited assurance review for the year of account ended 2023 2024 as the higher of gross income or gross expenditure was less than £25,000.00. The Chairman signed the Certificate of Exemption (Part 2) of the Annual Governance and Accountability Return.
- i) It was resolved to approve the Statement of Receipts and Payments for 2023 2024 prepared by the Clerk.

- j) Section 1 of the Annual Governance and Accountability Return 2023 2024 was considered by Council and completed and signed by the Chairman.
- k) It was resolved to approve Section 2 of the Annual Governance and Accountability Return 2023 2024: Accounting Statements and these were signed by the Chairman.

County Councillor Dawson joined the meeting.

10 Parish Matters

- a) There is still a vacancy on the Parish Council for a councillor.
- b) Three quotes had been received for the repair/replacement of sections of railings along the riverbank. The most competitive quote of £29,220.00 + Vat was the preferred quote. Clerk to apply to the Borough Council for funding of £25,000.00 in July when the next round of applications opens up again for the Community Infrastructure Levy fund.
- c) The installation of Christmas lights on the bridge this year can proceed once a power source can be determined. Fountain Foods has kindly offered to help store and erect if the project proceeds: on going.
- d) The Parish Council has been provided with a portrait of King Charles III, to be hung in the Village Hall.
- e) A souvenir D-Day 80 commemoration flag has now been delivered to fly at the war memorial one week prior to the commemoration date of 6th June 2024. Thanks to Councillor Capsey for arranging for this to be flown.
- f) The Clerk's annual leave dates were noted. It was resolved to cancel the 9th July 2024 meeting.

11 Finance

- a) It was resolved to approve the outstanding payments since last meeting as listed below. Councillor Gray and Councillor Venn to authorize after the meeting.

May 2024 Payments List							
Supplier	Nett	VAT	Total	Type of payment	Description of service/supply	Reference	Inv. No.
sse	18.53	0.92	19.45	DD	January 2024 energy charges	12	739544
Information Commissioner's Office	35.00	0.00	35.00	DD	Data controller annual fee	13	ZA239790
Newton Flag & Banner Makers Ltd.	24.00	4.80	28.80	TRF	D-Day 80 souvenir flag	14	3895
Graham Barker	480.00	0.00	480.00	TRF	April grass cutting	15	22
wix.com	105.24	18.00	123.24	TRF	Annual premium plan and domain fee	16	1115965983
Robin Goreham	64.00	0.00	64.00	TRF	Annual internal audit fee	17	451
Gallagher Insurance	806.15	0.00	806.15	TRF	Annual Parish Council Insurance renewal fee	18	5316453
Nordelph Village Hall	18.00	0.00	18.00	TRF	Hall hire	19	94
Walters	19.98	4.00	23.98	TRF	Box of lever arch files	20	556666
Kate Bennett	45.40	0.00	45.40	TRF	May Expenses - mileage, mobile, broadband etc.	21	
	1,616.30	27.72	1644.02				

- b) Income received since last meeting: £194.61 / 2023 2024 Vat refund.
- c) Councillors Thomas & Venn viewed the bank statements for audit purposes & initialled each page.
- d) The bank account balance at 15th May 2024 was noted at £12,505.02

12 To consider any Planning matters since last meeting

- a) Two planning decisions by the Borough Council were noted:
- Planning application 24/00180/F Land E of Balihill, Birchfield Road for the construction of a storage building for use in connection with adjacent dwelling for storage of vintage machinery and bygones as hobby / pastime: application permitted.
 - Planning application 23/01851/F Land between Threeways and The Chequers, Downham Road for two dwellings and garages: application refused.

13 To discuss Cemetery issues

- a) It was resolved for the Clerk to review the burial fees for the Parish.
- b) Thanks to be recorded to Councillor Capsey for agreeing to carry out a topple test on all memorials in the churchyard.

14 To receive a report from the Borough Council

- a) A new Leader has been appointed; Councillor Alistair Beales.

15 To receive a report from the County Council

- a) Councillor Dawson is able to assist with a power source for Christmas lights and also offered a donation.

