

**SEA PALLING & WAXHAM**

**PARISH COUNCIL**

**MINUTES**

**Of the Meeting held on 17th April**

**2018 at 7.30pm**

**at**

**The Village Hall, Sea Palling.**

**www.seapallingpc.norfolkparishes.gov.uk**

Present:

Chairman- Cllr K Matthews, Cllr J Cocker, Cllr J Crafter, Cllr S Deary, Cllr M Vacca, Cllr G Casson.

Also present: The Clerk P Adams and 9 Members of the Public

1. **APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone. Apologies received from Cllr Richard Price.

1. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**

Declarations of interest were received from Cllr Cocker item 7.1 (personal) and Cllr Deary item 6.1 (personal).

1. **MINUTES OF THE MEETING HELD ON 27th March 2018**

The Minutes of the meeting held on Tuesday 27th March 2018, having been previously circulated were AGREED and signed by the Chairman.

1. **PUBLIC PARTICIPATION**

No comments were received.

1. **COUNTY AND DISTRICT COUNCILLOR REPORTS**

The Chairman read out a report from Cllr Richard Price.

1. **BEACH**
   1. **To receive an update on Beach Road Car Parking.** The report issued by Cllr Prce confirmed that there would be no change to existing parking restrictions. The Chairman concluded that this matter should be removed from future agendas unless other developments arose.
   2. **To consider making a donation towards the beach ramp improvements.** The Chairman informed the meeting that since the publication of the agenda this matter had moved on significantly and therefore, there was no need consider this matter at this time.
2. **PLANNING**
   1. **To consider Planning Application Received.**

**PF/18/0634** Stationing of a Static Caravan Lendrim, Beach Road, Sea Palling**. No Objection**

**7.2 Planning Decisions.** None Received

1. **FINANCE and GOVERNANCE**
   1. **Monthly Accounts** having been previously circulated were AGREED accordingly.
   2. **To approve ICO Registration** After consideration, the Members approved the annual fee to ICO. It was also AGREED that the fee would be paid online.

by the Clerk

* 1. **To consider the GDPR Policy previously circulated.** Approved and Adopted.
  2. **To approve the appointment of Roger Canwell, the Internal Auditor.** Approved.
  3. **To approve the appointment of the new Clerk and RFO, Patsy Adams in accordance with the Employment Contract previously circulated.** Approved.
  4. **To receive an update from the Clerk on an issue raised by a member of the Public concerning Members Interests.** It was AGREED that a Register of Members Interests would be put on the Parish Council Website as soon as time permitted.
  5. **Banking matters.** The Clerk informed the members that the process of updating the banking details was underway. The Clerk suggested that once the process was complete the members might like to consider on line banking arrangements.
  6. **To Approve the following payments:** The following payments were considered and APPROVED:

The Clerk’s Salary £309.30

HMRC £77.20

Clerk’s Expenses £55.00

Office Expenses £45.94

*Ink Cartridge £32.99*

*2 Folders £5.98*

*2 Pkts Dividers £3.98*

*1 Pkt Punch Pockets £2.99*

Donation to Sea Palling & Waxham PCC £350.00

NALC Subscription £135.44

ICO Registration £35.00

The quote previously submitted by LDM for £843.95 to carry out essential maintenance to the Parish Assets was considered AGREED. Payment will be made when works have been completed. The members asked the Clerk to clarify the grass cutting contract for the next meeting.

**8.9 To consider invoices received after the publication of this agenda.** None

1. **CORRESPONDENCE** None
2. **DATE OF NEXT MEETING**  Tuesday 22nd May 2018, The Village Hall, Sea Palling

There being no further business the Chairman closed the meeting at 8.10pm

Chairman……………………………………………………………………………….. Date………………………………………