

**SEA PALLING & WAXHAM ANNUAL PARISH COUNCIL**

 **MEETING**

**MINUTES**

**10th May 2023**

Minutes are draft until approved at a subsequent meeting

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**CONTACT THE CLERK – 07506 481841 clerkseapallingpc@gmail.com**

Present: K Matthews (Chairman) J Cocker (Vice Chairman), Cllrs: S Deary, S BurrelL, G Casson, V Bird, C Preston. In attendance P A Adams (Clerk RFO) Two Memberso f the public

Start time**: 7.18pm**

1. **The Election of the Chairman.** Cllr Cocker proposed Cllr Kevin Matthews, seconded by Cllr Casson,
2. **The Chairman’s Acceptance of Office** Cllr Matthews indicated his acceptance of office and was duly elected.
3. **The Election of the Vice Chairman.** Cllr Matthews (Chairman) proposed Cllr Cocker, seconded by Cllr Burrell
4. **The Vice Chairman’s Acceptance of Office** Cllr Cocker indicated her acceptance of office and was duly elected.
5. **Apologies for Absence** None
6. **The Council Members Acceptance of Office.** All members completed their Acceptance of Office forms, duly signed and counter-signed by the RFO.
7. **DONATION REQUESTS – Parish Groups/Committees/Charities**

**If you wish to request a donation, please supply the Clerk with details and AT LEAST TWO DAYS before the meeting.** A donation request was received from the Parochial Church Council for the sum of £455.22 See 16

1. **Confirmation of the accuracy of the minutes for the Parish Council Meeting, held on 28th February 2023.** Approved, proposed by Cllr Burrell and seconded by Cllr Casson
2. **To review the Parish Council Code of Conduct** . Considered and approved. Proposed by Cllr Burrell, seconder by Cllr Casson.
3. **To review the Council’s Standing Orders.** Considered and approved.Proposed by Cllr Casson and seconded by Cllr Cocker
4. **To receive a proposal to review all other Parish Council Governance documents over the next 11 months.** Proposed by Cllr Cocker (Vice Chairman), seconded by Cllr Casson.

**FINANCE AND GOVERNANCE**

1. **To consider the Insurance quote for 2023 -24 (previously circulated**) Proposed by Cllr K Matthews (Chairman). Considered and approved.
2. **To consider the NALC subscription for 2023 – 24 (previously circulated)** Proposed by Cllr Preston, considered and approved.
3. **To approve payment of the Village Hall invoice for the use of the hall 2022 -23** AN INTEREST IN THIS MATTER WAS DECLARED BT Cllrs DEARY AND PRESTON (Neither Member took part in the vote). Proposed by Cllr Cocker, considered and approved.
4. **Cemetery Grass - To confirm that all future costs incurred will be covered by donation.** Proposed by Cllr Cocker, considered and approved.
5. **To consider a donation to the Parochial Church Council of £455.22 for Cemetery Grass Cutting costs (March 23) Considered and approved – see section 7**
6. **To consider the receipts and payments for April 2023.** Proposed by Cllr Cocker, considered and approved.
7. **To receive a proposal to allow the Clerk** **to continue to make payments in accordance with the Budget for 2022- 2023 (all payments made by the Clerk will be authorised by an approved signatory).** Proposed by Cllr Bird, considered and approved.
8. **To receive a proposal to add another Member to the list of Bank Signatories**. After consideration Members voted to allow Cllr Val Bird to become the third signatory with authorisation rights.
9. **To receive an update from the Clerk about the Internal Audit.** The Clerk updated the meeting no progress with the audit. The documents will be handed to the Auditor on the 12th June 2023.
10. **To confirm that legal duties required by the Pension Regulator have been met –** The Clerk confirmed that the duties process is underway.
11. **TO RECEIVE AN UPDATE ON ITEMS FROM THE PREVIOUS MINUTES** None.

**PLANNING**

1. **To receive updates and new planning applications**

PF/23/08032 Woodbine Cottage, Chapel Road, Sea Palling. Demolition of existing extension and replacement. No objections

**HIGHWAYS**

1. **To receive an update about the flooding and general deterioration of Clink Lane.** Cllr Matthews (Chairman) gave members an overview of the recent meeting with Highways - Justin Le May, County Councillor Richard Price and Cllr Sue Deary. A full report had been previously circulated by Cllr Matthews (Chairman). Members discussed and it was agreed that Cllr Matthews will contact Pam Millstead (The Community Trust).
2. **BROAD BAND MOBILE SIGNAL**

**To receive an update from the Clerk**. The Clerk informed the meeting that there were currently no plans for any of the service providers to install a signal mast.

**NEW ITEMS FOR CONSIDERATION**

1. **To appoint a Member to oversee the management of the Village Assets.** Cllr Casson volunteered to photograph the Parish Council Assets. The Management of the assets will be determined at the next meeting.
2. **Items that have arisen after the publication of the agenda – for information only.**

 **Cllr Casson:** suggested that brightening up Beach road with flower pots. Cllr Casson asked if the village sign could be moved to face the oncoming traffic entering the village.

**Cllr Preston:** said he would like to see the island tidied up and Cllr Matthews (Chairman) said he would like to see the signage reduced/replaced with something more attractive and a means of reducing dog fouling issues. The Chairman asked the Clerk to email the posters she had designed for consideration once again.

**Cllr Val Bird:** Asked members to consider a Facebook page, Cllr Matthews explained that this matter has been previously considered but the Members were unhappy about the potential for negative interaction.

1. **The confirm date of the next Parish Council Meeting (20th June at 7.30pm) and Parish Council meeting dates for the rest of the year.** The June meeting date was confirmed, meeting dates for the rest of year have been previously circulated.
2. **To close the meeting** There being no further business the Chairman closed the meeting at 8.37pm