



Barsham Parish Council

Annual Meeting of the Parish Council

Meeting Minutes

Monday 17 May 2021, 7.45pm

Parish Councillors present: Andrew Ross, Stuart Laws, Grace Howlett, Robert Fletcher, James Goodley. Also in attendance: Jodie Bond (Parish Clerk) there were no members of the public.

1. To elect a Chairperson for the coming year

Clerk invited nominations for the office of Chairman. Cllr Ross was nominated by councillors' present and it was agreed to elect Cllr Ross to serve as Chairman for the coming twelve months. Proposed by Cllr Goodley and seconded by Cllr Fletcher. Cllr Ross thanked councillors and signed his declaration of acceptance. Cllr Ross took the remainder of the meeting as Chairman.

2. To elect a Vice-Chairperson for the coming year

Cllr Ross invited nominations for Vice-Chairman. Cllr Laws was nominated by Cllr Ross and seconded by Cllr Fletcher. With no further nominations, all agreed to elect Cllr Laws to serve as Vice-Chairman for the coming twelve months.

3. To welcome and receive apologies for absence

The Chairman opened the meeting and welcomed those present.
Apologies received from Frank Chapman. Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

There were none.

5. To approve the minutes of meeting held on 15 March 2021

The minutes were approved without amendment.

6. To report progress on items not on the agenda from the last meeting

There were none.

7. Open forum for Public Participation: an opportunity to hear from members of the public

There were none.

8. Slipper Chapel Developments

Cllr Laws mentioned that there had been a laminated sign displayed on the road which was temporarily closed due to an event at the Slipper Chapel on 2nd May 2021...access was permitted to those attending or that required access. All road closures and road signage must be permitted by NCC, and NNDC should also be made aware, as should the Parish Council.

Following discussion, it was agreed that a schedule of events should be obtained so that people are aware of any planned road closures in the future, and the Parish Council should be kept updated of any changes or amendments to the schedule. Clerk to liaise with the Slipper Chapel for details.

9. Open spaces

9.1 SAM2 update

Clerk had reported the speeding data to PC Dawson who responded that they looked at the data and they think the 95mph speed recorded was due to one of their police cars responding to an emergency call which came in around that time, which is something the SAM would not pick up. However, they agreed to add Barsham to the list for speed checks.

9.2 Defibrillator update

It was agreed to submit an application to Tesco 'Bags of Help' to raise some funding towards a defibrillator. The maximum fund available is £1500 the minimum fund available is £500. Clerk to action.

10. Planning Matters

10.1 To receive results of applications

PU/20/1885 Chicken Shed | Land South of Water Lane, Great Snoring

Change of use of agricultural building to 5 dwelling houses (Class 3) and building operations reasonably necessary for the conversion

PC comment – Objection. NNDC decision – Refused

PF/21/0028 | Red House, Green Way, North Barsham, Walsingham, Norfolk, NR22 6AP

Change of use of agricultural land to garden/amenity land and construction of hard (concrete) tennis court with 2.75m high fencing

PC comment – Neutral | NNDC decision – Approved

10.2 To receive and consider new applications

There were none.

11. Financial Matters

11.1 To review the asset register for year ending 31 March 2021

The council RESOLVED to agree the asset register presented by the Clerk subject to a few agreed clerical amendments. The total asset figure for 2020/21 was then confirmed.

11.2 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

11.3 To approve the Certificate of exemption

The Clerk read out the total payments and receipts. The Council RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

11.4 To approve the Annual Governance Statement in the 2020-21 AGAR

The Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

DRAFT until agreed at next meeting

11.5 To approve the Statement of Accounts in the 2020-21 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

11.6 To approve the payment of accounts list

The Council RESOLVED to approve the payments list (below)

Payment to	Description	Ref	Amount (£)
Clerk	Salary	Online	234.50
Hempton Parish Council	Clerk mobile, laptop & stationery contribution	Online	20.51
Barry & Shaun	Grass Cutting	Online	68.00
Di Dann	Internal Audit	Online	30.00
Came & Co	Insurance	Online	504.77
	Total		£857.78
Receipt from	Description	Ref	Amount (£)
NNDC	Precept (1 st Instalment)	DC	1187.50
	Total		£1187.50

11.7 To agree renewal of insurance with Came & Co

Following discussion, the Clerk will make enquiries regarding the minimum amount of asset cover required. The Council then RESOLVED to approve the renewal of the insurance policy with Came & Co. It was agreed to review the insurance policy next March. Clerk to action.

11.8 To appoint a Councillor as Internal Audit Control Officer for the coming year

Following discussion, the Council RESOLVED to appoint Cllr Howlett as the internal audit control officer for the coming year.

12. Correspondence

- Egmore Energy Letter – Following discussion it was agreed to draft a letter and reply to NNDC with our objection to having been automatically involved without our prior knowledge or consent with the issues that the solicitors have with Egmore Energy, and to make it plain that Barsham Parish Council wish to have no further involvement.

13. Items for inclusion on next agenda and agree the date of the next meeting

Inclusions to be received by 10 July.

The next Parish Council meeting will be held on Monday 19 July 2021.

The Chairman closed the meeting at 8.30pm. Clerk to check in advance with 1st Academy if the hall is free on the night of our meetings, if not we will use The Granary as the venue.

Signed by Chairman: Date: