



THURSFORD PARISH COUNCIL

Parish Clerk and RFO : Di Dann
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Minutes of the Annual Parish Council Meeting held on Wednesday 18th May 2016 at the Methodist Chapel

Present: Cllr J Bolam (Chairman), Cllrs V Cushing, N Jenkinson and Cllr Yerby. NCC Cllr D Ramsbotham NNDC Cllr A Green

3 members of the public, Di Dann Parish Clerk.

1. Election of Chairman, declaration of acceptance of office

On a **PROPOSAL** by Cllr Yerby, Cllr Bolam was elected Chairman and signed the declaration of acceptance of office.

2. Election of Vice Chairman

On a **PROPOSAL** by Cllr Cushing, Cllr Yerby was elected Vice-Chairman.

3. Welcome and to consider apologies and reasons for absence

Apologies were noted and accepted from Cllr Ross (family illness) and Cllr Plumbly (family illness).

4. Declarations of interest and requests for dispensations by Councillors

There were none.

5. Minutes of the Meeting held on 21st March 2016

On a **PROPOSAL** by Cllr Jenkinson the Minutes were **AGREED** subject to an alteration on Page 15 Item 6.4 2025 instead of 2015 and Page 16 Item 11.1 to read Cheque no 430

The Chairman signed the minutes.

6. Matters arising on the Minutes (for information only), not included on the agenda

There were none.

7. Close the meeting for Public Participation

An opportunity for members of the public to raise questions or concerns

Mr Moodie asked for timing clarification for the footpath application.

Letters would be sent to landowners within the next 3 – 4 days.

Cllr A Green advised that she had no machinery to cut the footpath which ran from the top end of Clarks Lane to the Church.

Cllr Cushing would see if Mr H Cushing had a suitable machine. The Chairman recommended a working party after the Open Gardens event.

8. Highway and Footpath matters

8.1 Reply from Highways Officer about Brick Kiln Road. A reply had been received from NCC and the Clerk had written back to the Highways Officer to advise local concerns. It was **AGREED** that the Clerk should write again and copy Cllr Ramsbotham in to the letter, and request that a sign be erected on the Melton end of the road.

8.2 Clarks Lane. The Chairman would be meeting with a drainage engineer to discuss the possible improvements which could be made to the lane. The matter would then be discussed locally. In the meantime the lane had dried up quickly. Cllr Cushing asked if she could be advised when that meeting was planned so that Mr H Cushing could attend. Cllr Ramsbotham advised that he had spoken to Mr G Cushing about the lane and as a result he had pumped the water away and had indicated that he will rectify the drainage problems. He may also improve the surface of the lane during the summer months.

8.3 Update on the Definitive Footpath Map application. The Clerk advised that evidence forms had been completed and collected. There were currently 9 with 16/20 years knowledge; 7 with over 20 – 39 years knowledge; 18 with over 40 years knowledge. She would take the forms up to County Hall in due course.

8.4 Report to the Clerk - matters for the Highways Rangers visit in June. This was noted. The Chairman advised of problems on the Melton Road with overhanging trees. This was a matter for the land managers.

9. Correspondence (refer attached list).

In addition the following information had been received after the close of the agenda:

9.1 Letter from NCC concerning Market Fair Schemes and Car Boots. Noted

9.2 Letter from Centenary Fields to commemorate World War 1. Noted.

10. To discuss any planning matters

There were none.

11. Open Gardens event

Cllr Yerby gave information about the event planned for Sunday 19th June. It would cost £6 per adult and parking and entry to the Collection would be free. There were 6 gardens open to the public with various activities going on in the village. There would also be a taxi service between venues.

12. Report concerning the Defibrillator

Karen Drake gave a report on the Defibrillator which had now been in place for 2 years. The East of England Ambulance Service had provided spare pads which had a life of 2 years and cost £25 each. A change was due in November. Community Heartbeat would be taking over the administrative task from the Ambulance Service, but would not pay the cost of the pads. The battery for the defibrillator would also need changing in about 18 months. Community Heartbeat also required that an annual inspection of electricity would be needed. This would be done by the First Responders in November 2016 but from November 2017 it would have to be funded by the community. First Responders would be happy to have another training session for the Defibrillator. Karen was undertaking weekly checks of the Defibrillator but would like a stand-in in October. The condition of the BT box itself would be mentioned to Mr Davies. Karen was thanked for her efforts.

13. Governance and Financial Matters

13.1 Financial Statement for the period to 21st March 2016 – 19th May 2016

On a **PROPOSAL** by Cllr Jenkinson the following payments were agreed:

19th May Cheque No 437 S Andrew Internal Audit 2015/16; Cheque No 438 S Jenkinson Queens 90th birthday tea expenses; 30th June Cheque No 439 D Dann Clerks Salary (April – June) £130.10; Cheque No 440 HMRC ITX payment April-June) £32.40. The Clerk had investigated the cost of insurance renewal and members **AGREED** to accept the quote provided through Came & Co from Ecclesiastical for £273.65 (for 3 year agreement).

It was noted that NNDC had paid the half year precept and grant of £1500

The Bank reconciliation at 14th May had £3289.11 in the community account and £7095.85 in the NSI Savings Account. Total in bank £10384.96.

13.2 Agree the Annual Accounts and Annual Return 2015/16. Members had been presented with a copy of the Accounts and the Annual Return. On a **PROPOSAL** by Cllr Yerby it was **AGREED** that the Chairman and Clerk should sign Page 2 - Annual Governance Statement, and following this it was **AGREED** that the Chairman and Clerk (as RFO) signed Page 3 The Accounting Statements. The Chairman also signed the year end bank statement.

13.3 Receive the report from the Internal Auditor. An inspection of the accounting records of the Council had been conducted by the Internal Auditor Mrs Stella Andrew in April. A report had been received and it was noted that a request had been made for a copy of the Church Insurance to be included in the audit trail. The Clerk would arrange

this. In addition to the report, the Internal Auditor had completed Page 5 of the Annual Return.

13.4 Transparency Grant fund. A grant of £620 had been received for a laptop for the Clerk. A quotation had been obtained from Sure Computers and it was **AGREED** that this should be accepted. Arrangements were in hand to include the additional information on the website, the Clerk had spoken to Chris Rheinberg the website manager.

14. Items for the June Tablet (drop down end of May).

This was noted.

15. To note the date of the next meetings – Monday 5th September 2016; Monday 14th Nov 2016 Budget Meeting

There being no further business the meeting closed at 8.15 p.m.

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Chairman

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Date