

Minutes of Parish Meeting held on Tuesday 19th September 2023

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(Subject to amendment until signed by the Chair at the next meeting)

**Parish Councillors present Jos Harwood (Vice-Chair), Andrew Mussell, Adrian
Gidlow**

Absence David Hamblin (Chair), Sue Wallis-Garcia

County Councillor Vic Thomson

District Councillor None

Also in attendance Charlotte Rust – Parish Clerk

Members of the public (MOP) One

23.79 Welcome from the Chair.

Given by Cllr J Harwood.

23.80 To receive and approve apologies for absence.

Cllr D Hamblin and Cllr S Wallis-Garcia.

**23.81 To receive any declarations of interest from Members & consider requests for
dispensation.**

**Members are invited to declare Disclosable interests and other interests in items on the
agenda as required by the Claxton Parish Council Code of Conduct for Members and by the
Localism Act 2011.**

None.

**23.82 To approve the minutes of the Parish Council meeting held on Tuesday 18th July
2023.**

**Cllr A Mussell proposed for Cllr J Harwood to sign the minutes, which was seconded by Cllr
A Gidlow.**

**23.83 Adjournment for Public Participation (15 minutes allowed for). This provides an
opportunity for members of the public to raise questions about and comment on items on
the agenda before the Council make decisions.**

None.

23.84 Reports from:

23.84.01 District Councillor, Cllr Vic Thomson.

**Cllr V Thomson provided an overview of his report. A copy of his full report is available on
the Parish Council website.**

- **Broadland and South Norfolk Council offering residents to the chance to be part of
a scheme to help homeowners/small businesses to buy solar panels. Full details
will be made available on the Parish Council website.**

- **Nutrient Neutrality – After receiving an announcement that the Government had finally decided to try to deal with NN so that LPA’s could finally release planning decisions and get house building back up and running, it was disappointing that the House of Lords blocked it.**
- **RAAC – NCC is closely monitoring the local and national position in relation to RAAC in schools.**
- **Steps residents can take to improve drainage and reduce flooding risks.**
- **Norfolk Bus Service Improvement Plan.**
- **Green Waste Tipping and Surface Water.**

23.84.02 County Councillor, Cllr Kay Mason-Billig.

None.

23.84.03 Parish Clerk.

The Clerk provided an overview of her report:

- **Forwarded all relevant correspondence using the newly implemented traffic light system.**
- **Emailed Highways regarding the responsibility of verge cutting at The Warren once the fencing for the play area is installed. The Clerk will update the Cllrs once she has received a response.**
- **Hugo Fox is introducing a monthly fee to their website from October 2023. The Clerk advised the annual cost would work out more expensive than if the Parish Council remained with Norfolk ALC. Cllr J Harwood proposed the website remains with Norfolk ALC and to keep the domain name as is which was seconded by Andrew Mussell.**

23.84.04 Speed Watch Team, Cllr J Harwood.

The Community Speed Watch Team were back up and running after the summer break and were joined by PC Sam Burton for the recent session.

Speed/road safety within the village is a shared responsibility – drivers to be aware of other road users, pedestrians/cyclists to ensure visible – at dusk/night, lights on a bike, walkers/bikers wearing high visibility clothing/jackets.

23.84.04.01 SAM2 update.

July and August’s figures are now available on the website. August figures were sadly higher than normal.

23.85 Matters arising from July’s meeting:

23.85.01 To receive an update on the Play Area, fencing and child safety at The Warren.

Several grant applications were sent during August and the Play Area working group are waiting for the outcome for those.

Obtaining competitive quotes for the perimeter fencing.

23.85.02 County Broadband.

County Broadband have hired the Village Hall for two hours on Tuesday 10th October 2023 for a presentation and to answer any questions parishioners may have.

23.85.03 Grass cutting agreement.

Cllr J Harwood proposed to approve the agreement subject to changing the dates from April 2024 to January 2024 which was seconded by Cllr A Gidlow. The Clerk is to send this out for tender.

23.86 Correspondence:

23.86.01 NCC's Climate Strategy.

This provided a comprehensive document detailing NCC's plans to tackle climate issues, plans for public transport, promoting and signposting to reuse/recycle etc.

23.86.02 EVCP.

The Parish Council are continuing their EOI.

23.86.03 Public Spaces Protection Order – Vehicle Related Anti-social Behaviour.

No comments.

23.87 Policies:

23.87.01 To review the following policies:

23.87.01.01 Financial Regulations.

Cllr J Harwood proposed the approval of this policy which was seconded by Cllr A Mussell.

23.87.01.02 FOI and Publication Scheme.

Cllr J Harwood proposed the approval of this policy which was seconded by Cllr A Mussell.

23.87.01.03 Health and Safety.

Cllr J Harwood proposed the approval of this policy which was seconded by Cllr A Mussell.

23.87.01.04 Internal Control and Checklist.

Cllr J Harwood proposed the approval of this policy which was seconded by Cllr A Mussell.

23.88 Planning:

23.88.01 To receive any new planning applications and make comment.

None.

23.88.02 To receive the results and updates on any outstanding applications.

23.88.02.01 2023/1350 – Variation of condition 2 of 2019/0393 – Slight alterations to the overall design of dormers and rear orangery – APPROVED WITH CONDITIONS.

Noted.

23.88.02.02 2023/1563 – Slight alteration to the overall design of dormers and rear orangery previously approved application 2019/0394 – APPROVED WITH CONDITIONS.

Noted.

23.89 Highways:

23.89.01 To receive a report on any highways issues outstanding.

None.

Cllr J Harwood requested the Clerk chase Cllr K Mason-Billig regarding the speeding issue email. Clerk to action.

23.90 Finance:

23.90.01 Reserves report.

Cllr J Harwood proposed the Parish Council earmark their reserve funds (in line with the Parish Council's Reserve Policy) as detailed below which was seconded by Cllr A Mussell.

Working Balance

Cash Flow	£ 200.00
VAT Claim	£ 150.00
SUB-TOTAL	£ 350.00

Contingency

PC Assets	£ 500.00
Unexpected costs	£ 100.00
SUB-TOTAL	£ 600.00

Ear Marked

Play Area	£ 1,750.00
SUB-TOTAL	£ 1,750.00
TOTAL	£ 2,700.00

23.90.02 To receive a Statement of Accounts as of 19th September 2023.

Given and noted.

23.90.03 To note the bank balance.

Bank Account – £4,050.68.

23.90.04 To note any receipts.

TO NOTE INCOME

C Rust 01.08.23 Tax amendment 22/23 BACS £11.60 £0.00

23.90.05 To note any grants.

None.

23.90.06 To approve Clerk's salary increase to SCP13 following satisfactory appraisal held in June.

Cllr J Harwood proposed the Clerk's salary increase which was seconded by Cllr A Gidlow.

23.90.07 To approve Clerk's salary increase back pay from 1st August 2023-30th September 2023.

Cllr J Harwood proposed which was seconded by Cllr A Gidlow.

23.90.08 To approve Chair signing the Standing Order amendment for Clerk's salary increase.

Cllr A Gidlow propose Cllr J Harwood sign the amendment which was seconded by Cllr A Mussell.

23.90.09 To approve payment of invoices and other expenses received since last meeting (see payment schedule).

FOR APPROVAL

	DATE	EXPENDITURE	PAYMENT METHOD	TOTAL	VAT	P/R NO
Norfolk ALC	19.07.23	August Website	BACS	£10.00	£0.00	
C Rust	19.09.23	Clerk Sept/Oct expenses	BACS	£105.49	£0.00	
SNDC	19.09.23	Dog Bins 23/24	BACS	£148.64	£24.77	

TO NOTE PRE-APPROVED PAYMENTS

ICO	30.09.23	GDPR	DD	£35.00	£0.00	
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TO NOTE PAYMENTS MADE OUTSIDE MEETINGS

C Rust	28.09.23	Sept Salary	SO	£220.61	£0.00	
C Rust	30.10.23	Oct Salary	SO	£224.77	£0.00	

23.91 To receive updates from individual Council Members (for information only).

None.

23.92 To receive any items for inclusion on the next agenda (for information only).

None.

23.93 To confirm date and time of the next Parish Council Meeting as Tuesday 21st November at 7.30pm in Claxton Village Hall.

Confirmed.

The meeting closed at 20:39pm.