

MINUTES OF THE ANNUAL MEETING OF FIELD DALLING AND SAXLINGHAM PARISH COUNCIL

Held on Monday 13th May 2024 at 7pm in the Villagers Hall

Present: Cllrs J Everitt (chair – Item 1), T James (chair), P Moore.

Parish Clerk: Sarah Hunt

3 members of the public were present.

1. Election of Chair.

Having previously indicated his willingness to stand Cllr Chris Gadsby was PROPOSED Cllr J Everitt, seconded Cllr T James in his absence. ELECTED. It was RESOLVED that Mr Gadsby could complete the declaration before next meeting of the Parish Council.

It was PROPOSED and AGREED that Cllr T James stand in to Chair the current meeting. Cllr James assumed the Chair.

2. Election of vice-Chair

Cllr J Everitt was PROPOSED Cllr T James, seconded Cllr P Moore and ELECTED.

3. To receive and consider apologies for absence.

Apologies were RECEIVED and ACCEPTED Cllrs C Gadsby and S Rawlinson – alternative commitments.

4. To consider any applications for co-option.

One Councillor position remains unfilled following the election. No applications for co-option received.

5. To record declarations of interest and approve any requests for dispensations.

None.

6. Minutes.

The minutes of the Parish Council meeting held on 11th March 2024 were AGREED to be a correct record and signed by the Chair.

7. Public Form.

7.1 A report had been circulated from Michael Dalby, County Councillor who sent apologies.

7.2 Sarah Butikofer, District Councillor – not in attendance.

7.3 Members of the Public – the Council was addressed with regard to local foul water flooding and the Planning Application at 10.1.1.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com

- 7.4 Police – next Safer Neighbourhood Priority setting meeting is Thursday 30th May 2024 at Holt Youth Project, Old Station Way, Holt, NR25 6DH at 7pm. All welcome. Any concerns can be emailed to SNTHolt@norfolk.police.uk.

8. Updates on previous Matters.

To receive reports on progress of items not on the agenda from the previous meetings – no decisions may be taken under this item.

- 8.1 Digital Switchover. The Clerk attended the webinar organised by M P Duncan Baker. Leaflets had been printed and will be made available to members of the Parish.
- 8.2 No.2 Surveyors Allotment, Binham Road. The historical payments were in relation to the letting of the area. This area is no longer let and therefore NNDC will not be making any payments to F D and S Parish Council. Matter closed.
- 8.3 Sewerage flooding from Victory Housing. The waste tanks are being emptied regularly by Victory housing whilst this is being investigated which should mitigate the issue. They have been very responsive but it appears that the drainage locally is used by several other properties. It is believed that a roadside pipe may not be operating correctly and therefore the run-off is going down the roadway. The Chairman has been in contact with all agencies involved and continues to pursue this matter.

9. Finance and Governance Matters.

- 9.1 It was RESOLVED to agree payments at Annex A and income noted.
PROPOSED Cllr T James, seconded Cllr J Everitt.
- 9.2 RECEIVED end of year accounts for 2023/24:
- 9.2.1 It was RESOLVED to declare that Field Dalling and Saxlingham Parish Council is an exempt authority as neither the gross income or gross expenditure exceeds £25,000 for the 2023/24 Financial Year. PROPOSED Cllr T James, seconded Cllr P Moore. The Certificate of Exemption was signed by the Chair.
- 9.2.2 It was RESOLVED to approve Section 1 of the AGAR, the Annual Governance Statement. PROPOSED Cllr J Everitt, seconded Cllr T James. The form was signed by the Chair.
- 9.2.3 It was RESOLVED to approve Section 2 of the AGAR, the Accounting Statements. PROPOSED Cllr T James, seconded Cllr P Moore. Section 2, The Accounting Statement sheet was signed by the Chair.
- 9.2.4 The Internal Audit AGAR Statement was RECEIVED and NOTED.
- 9.2.5 The Internal Audit report was RECEIVED and DISCUSSED.
Councillors had discussed a .gov.uk website/emails historically and felt the cost to be prohibitive as it was not currently necessary.
Clerk has undertaken Risk Assessment – see point 9.11.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com

- 9.2.6 The analysis of variances was RECEIVED and NOTED.
- 9.2.7 The bank reconciliation as at 31.3.24 was RECEIVED. Closing balances at the bank were:

Unity Trust Current (3647)	£ 1,973.08
Unity Trust Deposit (3663)	£ 2,272.84
Total brought forward	£ 4,245.92
- 9.2.8 NOTED that the period for the exercise of public rights will be; Monday 3rd June 2024 to Friday 12th July 2024.
- 9.2.9 NOTED that the VAT reclaim has been sent and received £200.52.
- 9.2.10 NOTED the recycling claim has been sent and received for 2.4 tonnes - £162.44.
- 9.3 The Standing Orders were ADOPTED as presented.
- 9.4 The Financial Regulations were ADOPTED as presented.
- 9.5 NOTED that the Council has responsibility for the recreation ground/play area and the surveyors allotments.
- 9.6 The Complaints policy was ADOPTED as presented.
- 9.7 The Data Protection Policy was ADOPTED as presented.
- 9.8 The Model Publication Scheme was ADOPTED as presented.
- 9.9 The Press and Media Policy was ADOPTED as presented.
- 9.10 The Document Retention Schedule was ADOPTED as presented.
- 9.11 The Risk Assessment Schedule was ADOPTED as presented.
- 9.12 It was RESOLVED to donate the Filing Cabinet to the Village Hall. To be removed from Asset Register.

10. Planning.

- 10.1 To consider consultee response to applications received from North Norfolk District Council prior to the meeting date:
 - 10.1.1 PF/24/0831 – Land West of, Langham Road, Field Dalling, Holt.
Formation of new vehicular access to Langham Road to serve field.
Clerk to send letter of objection detailing points raised in discussion.
- 10.2 NOTED the response concerning the applications received between meetings:
 - 10.2.1 PF/24/0520 – The Old Gamekeepers House, Smokers Hole, Saxlingham, NR25 7JU. Conservatory to the side elevation of the dwelling. No comment made.
 - 10.2.2 PF/24/0627 – The Old Bakehouse, 50 Langham Rd, NR25 7LG. Change of use of redundant flour store to dwelling. No comment made.
 - 10.2.3 PF/24/0620 – Cross Shaft in Graveyard East of, St Andrews Church, Langham Road, Field Dalling. Erection of shed for use as toilet facilities with access path. Email of support sent.
- 10.3 To receive notification of decisions taken by North Norfolk District Council:
 - None.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com

11. Correspondence.

- 11.1 Highways Markings – Bale Road – to be replaced. NOTED.

12. Village Matters.

- 12.1 The annual play inspection report was RECEIVED and considered. Cllr J Everitt to investigate all recommendations and take any necessary action. Clerk to be authorised to purchase any necessary items for repair.

13. Administrative Matters.

- 13.1 NOTED that historical HMRC payments have been reconciled, a repayment is anticipated.

14. Highways and Footpaths.

- 14.1 NOTED that County Cllr Michael Dalby has allocated £684.31 of his allowance towards the new village gates at Field Dalling. This will mean they are provided at zero cost to the Parish.
- 14.2 The village gates have been ordered.

15. Dates of next meetings.

- Monday 8th July 2024, 7pm.
Monday 9th September 2024, 7pm.

16. Matters for next agenda.

- To review employment policies.

Payments - Field Dalling and Saxlingham Parish Council

May 2024 meeting

Sarah Hunt	May salary (incl office cost)	£276.93		£276.93
Sarah Hunt	June salary (incl office cost)	£276.93		£276.93
HMRC	May	£62.80		£62.80
HMRC	June	£62.80		£62.80
Sonya Blythe	Internal Audit fee	£120.00		£120.00
Norse Eastern	Play Area Inspection	£116.00	£23.20	£139.20
Sarah Hunt	refund mobile phone	£158.28	£31.62	£189.90
Vodafone	Monthly charge	£14.40	£2.88	£17.28
Country style	Glass recycling (March 24)	£25.00	£5.00	£30.00
Broadland Computers	Anti Virus Annual Fee	£20.83	£4.17	£25.00
	TOTAL	£1,133.97	£2.88	£1,145.84

Income

HMRC	VAT REFUND	£200.52		£200.52
Norfolk Co Co	Recycling Credits	£162.44		£162.44
North Norfolk District Co	50% Precept	£5,397.27		£5,397.27
		£5,760.23		£5,760.23

The meeting closed at 7.58pm.

Clerk: Sarah Hunt. Postal Address: 58 Hercules Road, Hellesdon, Norwich, Norfolk, NR6 5HH

Telephone: 07776151735

Email: fdandspc@gmail.com