

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

Held on Monday 12th May 2025 at 7pm in the Villagers Hall

Present: Cllrs, Steve Rawlinson (Chair), Chris Gadsby, Tim James, John Everitt,
Patricia Moore

Clerk: Mrs Linda Jennings

2 members of the public were present.

1. Election of Chair

Cllr Gadsby stood down as Chairman. Having shown his willingness to stand Cllr Steve Rawlinson was PROPOSED BY Cllr Gadsby, seconded by Cllr Everitt. ELECTED.

2. Election of Vice-Chair

Cllr Moore was PROPOSED Cllr Rawlinson, seconded Cllr Gadsby. ELECTED.

3. To receive and consider apologies for absence.

Councillor Cllr Farmer

4. To consider any applications for co-option.

No applications for co-option currently 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 10th March 2025 were AGREED as a true and correct record and signed by the Chair.

7. Public Form.

- 7.1 Michael Dalby, County Councillor – his report has been circulated to Councillors and is available on line for the public to view.
- 7.2 District Councillor Butikofer - her report has been circulated to Councillors and is available on line for the public to view.
- 7.3 A member of the public thanked Cllr Gadsby for his work as Chair.

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 A large pothole on Binham Road has now been filled.
- 8.2 Painting of Roundels on the road at Langham End 30mph limit. The Clerk will write to the County Councillor.
- 8.3 Cllr Everitt had checked the Playground Inspection report and reported that there was nothing major to deal with. The repairs outlined in the report would cost around £40-50.

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- 8.4 CPR/Defibrillator Training – The Clerk supplied the contact details for NARS (Norfolk Accident Rescue Service) who carry out training. Cllr Rawlinson will make the arrangements.
- 8.5 Brackets for Speed Camera – nothing heard
- 8.6 Hedges at Blakeney Short Lane – Cllr Gadsby will speak to Albanwise.

9. Finance and Governance Matters.

- 9.1 It was RESOLVED to make the payments at Annex (a). Income NOTED. PROPOSED Cllr C Gadsby, seconded Cllr P. Moore
- 9.2 RECEIVED end of year accounts for 2024/25:
 - 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 2024/25 Financial Year. 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. The form was signed by the Chair.
 - 9.2.3 It was RESOLVED to approve Section 2 of the AGAR, the Accounting Statements. The Accounting Statement Sheets were 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.
 - 9.2.6 The analysis of variance was RECEIVED and NOTED.
 - 9.2.7 The bank reconciliation as at 31.3.25 was RECEIVED. Closing balances at the bank were:

Unity Trust Current (3647)	£2715.98
Unity Trust Deposit (3663)	£4887.65
Total brought forward	£7603.63
 - 9.2.8 NOTED that the period for the Exercise of Public Rights will be; Tuesday 3rd June 2025 to Monday 14th July 2025.
- 9.3 The Standing Orders were ADOPTED with the following change:
 - 17e) This Council meets on the first Monday of every other month unless otherwise agreed, the Clerk may call additional meetings as required including for the election of a new Chair as and when the role becomes vacant.*
- 9.4 The Financial Regulations were ADOPTED as presented.
- 9.5 NOTED that the Council has responsibility for the Recreation Ground/Play Area and Surveyors Allotments.
- 9.6 The Complaints Policy was ADOPTED as presented
- 9.7 The Press and Media Policy was ADOPTED as presented.
- 9.8 The Code of Conduct Policy will be reviewed at the next meeting.
- 9.9 The Document Retention Schedule was ADOPTED as presented.
- 9.10 The Risk Assessment document was ADOPTED as presented.
- 9.11 To NOTE that the Clerk has now received permission to view and arrange Payments only on behalf of the Parish Council with Unity Bank.
- 9.12 To NOTE receipt of the first instalment of the Parish Precept - £5412.00

10 Planning.

- 10.1 To consider consultee response to applications received from North Norfolk District Council prior to meeting date: Nothing received.
- 10.2 To confirm any responses sent between meetings to applications received

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From North Norfolk District Council. None received.

- 10.3 To receive notification of decisions taken by North Norfolk District Council:
 - 10.3.1 LA/24/1944 – Sidney House Farm, Field Dalling Road, Saxlingham, NR25 7LD – Installation of modular kennels to facilitate change of use of agricultural barn to use as dog boarding kennels (maximum 16 dogs housed in 8 kennels located inside barn).
 - 10.3.2 PF/24/1943 - Sidney House Farm, Field Dalling Road, Saxlingham, NR25 7LD – Proposed change of use of agricultural barn to use as dog boarding kennels (maximum 16 dogs housed in 8 kennels located inside barn) and retrospective application for change of use of land to accommodate dog exercise and training areas.
 - 10.3.3 PF/25/0505 – The Old Chapel, Binham Road, Field Dalling, NR25 7LJ – Single-storey rear extension and partial garage conversion.

11 Correspondence.

- 11.1 Councillors had received a request for a tree to be planted in the Parish in memory of a Resident. Although the Parish Council does not own any land Cllr Moore will investigate.

12 Playing Field

- 12.1 Cllr Everitt reported that he had looked at the equipment at the Playground to Determine the future of the play equipment. He reported that the Play Area And equipment takes over a quarter of the Parish Council's budget per year. The Clerk will look at the costs for the last three years. Some of the equipment is quite old and may need replacing. The climbing Frame is the most used piece of equipment. More discussion is needed and This will be an item for the next Agenda.

13 Village Matters.

- 13.1 CPR/Defibrillator Training – Cllr Rawlinson to book.

14 Highways and Footpaths.

- 14.1 See Agenda item 8.

15 Date of next meeting.

Monday 7th July – 7pm.

16 Matters for next agenda.

- 16.1 To discuss the playground following the budget report and costs of the past three years.
- 16.2 To review the Code of Conduct.
- 16.3 To review the Document Review Schedule.
- 16.4 To review the Risk Assessment Schedule
- 16.5 To review the Fixed Assets Register

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The meeting closed at 7.55pm

Signed

Date

Chairman

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Payments - Field Dalling and Saxlingham Parish Council

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March 2025 meeting

Linda Jennings	Feb salary (incl office cost)	£285.68		£285.68	
HMRC	February	£64.80		£64.80	
St Andrew's Church	Upkeep of Churchyard	£200.00		£200.00	tbc
Villagers Hall	Donation	£200.00		£200.00	tbc
Vodafone	Feb	£14.48	£2.91	£17.39	DDR
FD & S Villagers Hall	Hire of Village Hall	£13.60		£13.60	
Local Lynx	Donation	£25.00		£25.00	
Unity	Bank Charges (Jan) - monthly	£6.00		£6.00	DDR 25
Linda Jennings	Phone cover, Printer set up, Anti Virus, NPTS Spring Conference, Lever Arch Folders, Ring Folders	£91.61	£10.33	£101.94	tbc
	TOTAL	£901.17	£2.91	£914.41	
Income					
Unity	Interest				
		£0.00		£0.00	

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