

FIELD DALLING & SAXLINGHAM PARISH COUNCIL

Tel: 07776151735

Email: fdands.pc@gmail.com

Parish Clerk: Mrs Sarah Hunt

Minutes of the meeting Field Dalling and Saxlingham Parish Council held on Wednesday 12th April 2023 following the Annual Parish meeting which commenced at 6.30pm at Villagers Hall.

Present: Cllrs Steve Collins (Chair), John Everitt, Cllr Chris Gadsby, Tim James.

7 members of the public were present.

Clerk: Mrs Sarah Hunt

1. To consider apologies for absence.

It note that a new notice for election will be issued after 4th May 2023 as no nominations had been received by North Norfolk District Council.

Apologies were received from Cllrs Iain Farmer, Frank Camilleri, G Dorricott.

2. To approve the minutes of the Parish Council meeting held on Monday 23rd January 2023

The minutes from Monday 23rd January 2023 were AGREED by the meeting and signed by the Chair with the addition that Cllr J Everitt had disclosed an interest in Item 6 – the payment for the grass cutting.

PROPOSED Cllr Everitt, seconded Cllr James.

3. Public Forum

- 3.1 To receive questions or comments from members of the public. None.
- 3.2 To receive a report from District Councillor Richard Kershaw. Not present. Election scheduled for 4th May 2023.
- 3.3 To receive a report from County Councillors Michael Dalby. Not present. Election scheduled for 4th May 2023.
- 3.4 Police – Next SNAP meeting Thursday 18th May 2023 at 7pm. Holt Youth Project, Old Station Way, Holt, NR25 6DH NOTED.

4. To record declarations of interest and approve any requests for dispensations for disclosable pecuniary interests or other interests

Cllr John Everitt declared an interest in Item 6.3 – Payment for grass cutting and did not speak or vote on the matter.

5. To report progress on items not on the agenda from the last meeting – no decisions may be taken under this item.

- 5.1 To note that a mobile phone has been purchased at a cost of £9.00 plus £15.00/month. The new number is: 07776151735. This number remains the property of Field Dalling Parish Council allowing business continuity.
- 5.2 Field behind Jolly Farmers – location provided.
- 5.3 To note that an offer of assistance was made to the Village Hall Committee regarding Commemorative events for the Coronation of H M King Charles III. There is a call for any volunteering opportunities within the Parish for Monday 8th May 2023.

6. Finance

- 6.1 To receive bank reconciliation and draft end of year documents if available. These will be brought to Council on the 21st at 6.30pm at the next Parish Council meeting.
- 6.2 The Financial Regulations were REVIEWED as presented and AGREED. Proposed Cllr Gadsby, seconded Cllr James.
- 6.3 It was RESOLVED to approve the following payments:

Mrs Sarah Hunt – phone purchase refund	£ 9.00	£ 9.00
Countrystyle recycling - glass DD	£ 7.50	£1.50 £ 9.00
Sure Computer Systems - laptop	£249.17	£49.83 £299.00
Norse Eastern Ltd – play inspection	£105.00	£21.00 £126.00
Mrs S Hunt – refund WEL Medical (defib)	£ 59.95	£ 11.99 £ 71.94
Mrs S Hunt – March	£263.20	£263.20

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HMRC March Payment	£ 59.20	£ 59.20
HMRC April Payment	£ 59.20	£ 59.20
Mrs S Hunt – April (incl Home allowance)	£263.20	£263.20
Mrs S Hunt – January PAID	£344.46	£344.46
Mrs S Hunt – February PAID (Employed)	£263.20	£263.20
Unity bank charges (x 2) PAID DD	£ 36.00	£ 36.00
HMRC February Payment PAID	£ 59.20	£ 59.20
Countrystyle glass PAID 28.2	£ 5.00	£ 1.00 £ 6.00
Mrs Sarah Hunt refund Viking Stationery PAID	£ 94.97	£ 10.51£ 105.48
Mrs Sarah Hunt – Refund of payment to E A Hotblack and Son for Children's playing field. For 2022 and 2023.	£10.00	£ 10.00
Mr J Everitt – playground insp. & grass cutting	£195.00	£195.00

PROPOSED Cllr Gadsby, seconded Cllr Collins.

- 6.4 NNDC miscalculation over Band D figures – precept of £6,500 is now resulting in an additional £1.19/year per Band D Property. NOTED.

7. Noticeboard.

Village Hall Noticeboard. Positioning this against the Village Hall on posts has been explored and is not possible. The existing noticeboard is very heavy and is designed to be wall mounted. It was AGREED by the meeting that a suggestion be brought to the next meeting with regard to a suitable noticeboard to be purchased that can be erected by the driveway of the village hall adjacent the roadway.

8. Correspondence.

None.

9. Planning

- 9.1 To consider consultee response to applications received from North Norfolk District Council prior to the meeting date:
- 9.1.1 None.
- 9.2 To receive notification of Planning decisions taken by North Norfolk District Council:
- 9.2.1 LA/22/3023 – Sidney House Farm, Field Dalling, Saxlingham, Holt, Norfolk, NR25 7LD. Internal and external alterations to facilitate conversion of barns to 1 No. dwelling, associated hard and soft landscaping and erection of car port. APPROVED.
- 9.3 To note that decision notices will now be sent directly to the Parish Clerk at the point of issue by NNDC.
- 9.4 Blakeney Neighbourhood Plan. Invitation to make further representations noted.

10. Administrative Matters

- 10.1 Signage at the Play Area. Main sign – contact number to be changed with proviso that 'non urgent issues to be reported to this number – for any emergency call 999'. The 'No Dogs' sign needs replacing. The inspection has recommended a 'No Kite Flying' sign. Cllr Collins to obtain draft texts and costs and circulate.
- 10.2 It was AGREED not to subscribe to Norfolk Parish Training Partnership at a cost of £65.00/year.
- 10.3 To receive email options regarding upgrading of Website. It was AGREED this is not necessary at present.
- 10.4 It was AGREED not to renew NALC Membership at a cost of £43.16.
- 10.5 The meeting received and considered the Play Area Safety Inspection Report. It was RESOLVED that Cllr John Everitt, in agreement with the Clerk, order any necessary parts from Wicksteed to enable Cllr Everitt to undertake the necessary works.

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- 10.6 It was RESOLVED to agree a donation to the Parochial Church Council of £200.00 towards grass cutting. It was further RESOLVED to make a £200.00 donation towards the Saxlingham Church. PROPOSED Cllr James, seconded Cllr Gadsby.
- 10.7 The meeting AGREED not to make a donation to AGE UK.
- 10.8 It was RESOLVED to make a donation to the village Newsletter of £50.00. PROPOSED Cllr Gadsby, seconded Cllr Collins.

11. Governance and Policies.

These were all taken as one item and **ADOPTED** as presented.

- 11.1 To review and adopt the Complaints Policy.
- 11.2 To review and adopt Data Protection Policy.
- 11.3 To review and adopt Disciplinary Policy.
- 11.4 To review and adopt Equal Opportunities Policy.
- 11.5 To review and adopt Expenses Policy.
- 11.6 To adopt expenses claim form.
- 11.7 To review and adopt File retention policy.
- 11.8 To review and adopt a Filming at Meetings Policy.
- 11.9 To review and adopt Freedom of Information Guide.
- 11.10 To review and adopt Grievance Policy
- 11.11 To review and adopt Health and Safety Policy.
- 11.12 To review and adopt Code of Conduct.
- 11.13 To review and adopt Press and Media Policy.
- 11.14 To review and adopt Privacy Notice.
- 11.15 To review and adopt sickness absence policy.
- 11.16 To review and adopt Training Policy.

PROPOSED Cllr Collins, seconded Cllr Gadsby.

12. Highways Matters

- 12.1 SAM 2 Data Collection. No action to be taken.
- 12.2 The meeting NOTED the report from Clerk following Electricity Vehicle Charging Point presentation.
- 12.3 NOTED that following a Highways Inspection patching work is to take place on sharp bend, Blakeney Road.
- 12.3 NOTED that the Highways Inspection is due w/c 10.4.23.
- 12.4 The meeting RECEIVED and consider modification order for Footpath No. 8. Clerk to respond that this is a well used path with no stiles or gates.
- 12.5 30mph sign – The meeting received a request to reposition 30mph signs ‘approx. 100 metres away from Field Dalling (Langham side of Strawberry Farm and associated accommodation) to give drivers approaching the village adequate warning especially because there is a bend in the road which also reduces visibility’. No action.

8. 13. Date of Next Meeting –

Next Parish Council meeting 21st April 2023 at 6pm to allow for signing of annual financial documents.

As there will be no Council in place the Annual Meeting scheduled for 17th May will be cancelled. Clerk to call next meeting as appropriate.

14. Matters for next agenda.

It was noted that the Chairman Mr Steve Collins will return to chair the election of the chair of the newly formed Council. He was thanked for his years of service.

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It was RESOLVED to exclude the press and public in accordance with the Public Bodies (Admission to meetings) Act 1960 in consideration of the following item due to the confidential nature of the items to be discussed.

16. Staffing Matters.

16.1 The Clerk Contract was signed by the Clerk and Chair.

The meeting closed at 8.27pm.