

17th August 2022



Minutes of the meeting of WOOD NORTON PARISH COUNCIL which took place on Wednesday
17th August 2022 at the VILLAGE HALL

- 1) **Apologies:**
Cllr. Jenny Marchant
- 2) **Declaration of Interests:**
There were no Declarations of Interest.
- 3) **Minutes:**
Minutes 23rd July 2022 were amended to reflect that the Parish Council would work to draw up a list of assets rather than Cllr. Jean Johnson on her own. The minutes were then agreed and signed.
Minutes 18th May 2022 were agreed and signed.
- 4) **Matters arising:**
 - 1) Insurance:
The new Parish Council insurance is for one year only, on renewal a three year deal would be sort.
 - 2) Cost of Living Support Scheme - Household Support Round 3:
Much discussion on just how recipients would be identified but it was agreed in principle to apply, (there is a tight deadline). Meeting at Cllr. Marcus Crowe's house at 1430 Saturday 20th August to progress.
- 5) **Reports from County Councillor, District Councillor and the Police:**
None.
- 6) **Public Participation:**
None.
- 7) **Correspondence:**
Cllr. Marcus Crowe now has access to the Parish Council email account, using the same login as used by the Clerk. There maybe a need to change these or create a new account to make it more secure. If a new account is created, Norfolk ALC, NNDC and the Police would need notifying.
- 8) **Queen's Platinum Jubilee**
Cllr. Marcus Crowe read out a report from the QPJ on the success of the celebrations. The report will be kept on file.
- 9) **Climate Change Resolution:**
Eco-tips continue to be submitted to the Parish Magazine. It was noted that NNDC now have a good Climate Emergency section on their website.

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10) Textile bank:

It was reported that the Village Hall Management Committee have applied for one.

11) Finance:

- 1) The current financial situation- waiting for access to bank account statements
- 2) Payments:
 1. *Clerk's salary:*
May £115.27, June £93.63 and July £93.63 = £302.53.
Proposer Cllr. Carol Robson.
Seconder Cllr. Loraine O'Keefe.
Agreed.
 2. *Dog bin emptying:*
For the year 2022 to 2023. £230.88 (retrospective approval)
Proposer Cllr. Loraine O'Keefe.
Seconder Cllr. Jean Johnson.
Agreed.
 3. *Insurance:*
Due to the urgency and lack of the cheque book this was initially paid by Cllr. Marcus Crowe so required reimbursing to the sum of £214.00.
Proposer Cllr. Loraine O'Keefe.
Seconder Cllr. Carol Robson.
 4. *Queen's Platinum Jubilee Celebrations BBQ Expenses:*
Cllr. Marcus Crowe reimbursement. Purchases £130.74 - £34.10 donations = £96.64.
Proposer Cllr. Loraine O'Keefe.
Seconder Cllr. Carol Robson.
Agreed.
 5. *Information Commissioner's Office direct debit.*
The Parish Council has no recorded information on this. Cllr. Marcus Crowe will investigate.
- 3) **Update on banking access situation:**
Cllr. Jean Johnson reported that a request has gone to Barclays Business section to update access i.e. take off past Clerks except Linda Jennings, who will be kept on for the time being, just incase.
For the interim, all correspondence will be going to Cllr. Jean Johnson.
A hard copy form will come to Cllr. Jean Johnson for Councillors to complete for third party access to view all accounts.
Cllr. Jean Johnson will have lead access to the account, on a temporary basis until Barclays have sorted.
- 4) **Responsible financial officer (RFO), third signatory for bank mandate and online banking access:**
 - 1) Taking into consideration the difficulties the Parish Council has been having over the past two years Cllr. Marcus Crowe offered to take on the role of RFO, so the new Clerk would not be the RFO but admin and procedural advice only. Councillors had reservations if only to ensure Cllr. Crowe was protected. Full discussion followed. It was agreed that it was a good idea on a temporary basis so long as Councillors collectively maintained strict governance. Once a new Clerk was in post the situation would be reviewed.
 - 2) Cllr. Loraine O'Keefe offered to become the third signatory.
Proposed. Cllr. Carol Robson.
Seconder. Cllr. Jean Johnson.
 - 3) Online banking should be possible once mandates and access had been sorted out by Barclays.

12) Planning Applications:

- 1) PF/22/1179: Erection of single-storey side extension, Huckleberry Cottage, Wings Lane, Wood Norton, Dereham, Norfolk, NR20 5DH - Previously approved.
- 2) PF/22/1605: Single storey side extension to dwelling and replacement 3 bay detached cart shed garage; rebuilding of front wall with adjusted gateway; Cromes Barn, Foulsham

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Road, Wood Norton, Dereham, Norfolk, NR20 5BG – Consultation Expiry Date 2nd September. No objections.

- 3) PF/22/1845: Dormer to a rear elevation of dwelling; external alterations to existing dormers and roof lights, Bluebell Barn, Lyng Hall Lane, Wood Norton, Dereham, Norfolk NR20 5BJ – Consultation Expiry Date 31st August. No objections.

13) Village Gates

The Clerk had all the information so there was no known progress. We are awaiting action by Norfolk County Council.

14) Rosemary Cottage

Cllr. Marcus Crowe will contact the District Councillor over the issue

15) Highway Matters

- 1) Twyford Road - For now the road okay but drainage is likely to be an issue come the wet winter weather.
- 2) Rectory Road - Nothing to report.
- 3) Brush Hill and Hall Lane at the Foulsham Road end requires surface attention.

16) Parish Clerk

- 1) Cllr. Marcus Crowe agreed to send resignation letter acceptance to Nicola LeDain following receipt of verbal resignation.
- 2) Cllr. Marcus Crowe will review and update the existing advert for a new Clerk. Discussion on whether two hours as 'admin only' was the correct figure. Suggested terms -104 hours annually, normally comprising 6 regular 2hr meetings and associated admin.

17) Items for next agenda

Rosemary Cottage, Highway matters, Cost of Living Support Fund, Climate Emergency, Gift for auditor, Parish Highway Gates, Parish Clerk.

Closed at 2200 hrs.