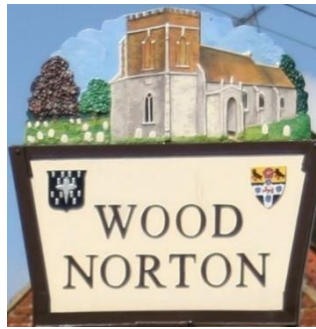




WOOD NORTON PARISH COUNCIL

Annual Parish Council

Minutes of Meeting

Wednesday 15th May 2024 at the Village Hall at 7:00pm.

In Attendance: Parish Councillors: Marcus Crowe (Chair), Jean Johnson (Vice-Chair), John Jennings, Tim Lidstone-Scott, Tess Morley and Daniel Coe. Clerk: Ophelia Donovan. Public 0.

- 1) Cllr. Crowe confirmed that he was happy to continue to stand as Chairman. It was unanimously agreed that Cllr. Crowe should stand as Chairman. Proposed: Cllr. Lidstone-Scott. Seconded Cllr. Johnson. Cllr. Crowe signed his Declaration of Acceptance of Office.
- 2) Cllr. Johnson confirmed that she was happy to continue to stand as Vice-Chairman. It was unanimously agreed that Cllr. Johnson should stand as Vice-Chairman. Proposed: Cllr. Jennings. Seconded Cllr. Morley. Cllr. Johnson signed her Declaration of Acceptance of Office.
- 3) Apologies were received and accepted from Councillor O'Keefe, District Councillor Hankins and County Councillor Aquarone.
- 4) Minutes:
 - a) There were no matters from the Minutes not listed on the Agenda.
 - b) The Minutes of the Parish Council meeting held on Wednesday 20th March 2024 were agreed and signed by the Chairman.
- 5) No Declarations of Interest were received.
- 6) The report from Cllr. Aquarone and Cllr. Hankins had already been read out at the earlier Annual Parish Meeting.
- 7) There was no public present.
- 8) Cllr. Lidstone-Scott spoke about a sewage treatment system scheme. It was agreed that this could be placed as an item on the next Agenda.
- 9) The Chair presented the current financial situation as follows:
 - a) Community Account £2,779.13.
Business Account £4,615.10.
Village Sign Account £1,376.65.
Defibrillator Account £1,166.66.
 - b) The 1st instalment of the precept in the sum of £1,593.90 was received on the 30th April 2024.
 - c) The following payments were approved:
 - a) Payroll services in the sum of £120.00 was unanimously agree. Proposed: Cllr. Jennings. Seconded: Cllr. Johnson.

- b) Norfolk ALC membership fee in the sum of £118.86 was unanimously agreed. Proposed: Cllr. Jennings. Seconded: Cllr. Morley.
 - c) Norfolk ALC-Website fee in the sum of £70.00 was unanimously agreed. Proposed: Cllr. Coe. Seconded: Cllr. Morley.
 - d) The Clerk's expenses in the sum of £18.90 were unanimously agreed. Proposed: Cllr. Johnson. Seconded: Lidstone-Scott.
 - e) The Chair read the AGAR form and this was unanimously agreed. It was further agreed that this could be signed on behalf of the Council. Proposed: Cllr. Johnson. Seconded: Cllr. Morley.
- 10) Cllr. Lidstone-Scott recommended that a RIDDOR report should be purchased in line with the Council's Health and Safety Policy. It was unanimously agreed that a RIDDOR report should be purchased up to value of £15.00. Proposed: Cllr. Johnson. Seconded: Cllr. Morley.
 - 11) Cllr. Lidstone-Scott confirmed that leaflets advertising free defibrillator training and the magnets with the access code had been delivered to residents. Cllr. Crowe stated that new defibrillator pads had been ordered. An invoice for the pads should be received shortly.
 - 12) There was one planning application which the clerk had been notified of earlier in the day. There were no objections. The Councillors confirmed that they would look at the application and the clerk should give a delegated response by the 5th June 2024.
 - 13) The issue of dog fouling was discussed. It was agreed that this should be mentioned in the Heart of Norfolk magazine. Cllr. Morley stated that there were dog bins at the village hall and along the footpath by Rectory Road.
 - 14) Cllr. Morley provided an update on NARS defibrillator training. There were around 20 people who would like to participate in the training, Cllr. Morley is waiting to hear back from NARS as to suitable dates.
 - 15) New Councillor training was discussed. The Clerk advised that she had tried to book this but could not find a date and time to suit Cllr. Coe and Cllr. Morley. It was agreed that the ideal time for training would be from 6:30pm and not on a Thursday.
 - 16) Cllr. Jennings provided an update on the planning training he attended at the Borough Council. Cllr. Jennings thought that the training was very good, it added value. Cllr. Jennings would recommend the training to Councillors.
 - 17) Cllr. Morley provided an update on Parish Council's social media page, there were no updates. Cllr. Lidstone-Scott suggested a link to the Parish Council website might be helpful to have on the page.
 - 18) Cllr. Crowe provided an update on highway matters. The Highways Engineer will be attending the site at Foulsham Road on the 22nd May 2024 to discuss the drainage issues with Cllr. Crowe. Cllr. Crowe voiced his concerns regarding the disintegration of some of the roads and will raise this at the meeting with Highways.
 - 19) The Code of Conduct policy already circulated by the Clerk, was unanimously agreed and adopted by the Council. Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. Jennings.
 - 20) The updated Biodiversity Policy was unanimously agreed and adopted by the Council. Proposed: Cllr. Lidstone-Scott. Seconded: Cllr. Jennings. It was agreed that Cllr. Crowe would investigate the cost of seed prices to assist with the Council's commitment to Biodiversity.
 - 21) The Clerk provided details of 3 quotes she had obtained from separate insurance providers. After comparing the quotes, it was agreed that the Council would renew their insurance with Zurich Plc. Proposed: Cllr. Jennings. Seconded: Cllr. Morley. It was agreed that payment would be made by bank transfer.
 - 22) The Council considered the Action Plan. Cllr. Crowe stated that there was VAT to be re-claimed. There was a discussion about whether the entry to obtain risk assessments should be removed due to the assessments being carried out earlier on in the year.
 - 23) There were no urgent items.

24) The list of items to be included in July's Agenda are the Biodiversity Action Plan, a sewage treatment provider and a public footpath.

25) Details of the next meeting were confirmed as Wednesday 17th July 2024 and will be held at the village hall.

The meeting closed at 21:16pm.

Signed..... Marcus Crowe, Chairman, 17th July 2024.