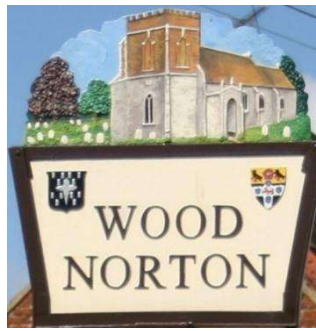




Wood Norton Parish Council

Chairperson: Marcus Crowe Parish Clerk: Joanne Madders clerkwoodnortonpc@gmail.com

Minutes of Wood Norton Parish Council Ordinary Parish Meeting held in the village hall at 7.30 pm, Wednesday 21st May 2025

Present: Cllr Marcus Crowe (Chair), Cllr John Jennings, Cllr Tim Lidstone-Scott, Cllr Tess Morley, Cllr Lorraine O'Keefe and Cllr Daniel Coe.

Clerk: Joanne Madders

Members of the public: 0

1. To elect the Chairman and receive the Chairman's Declaration of Acceptance of Office and Declarations of Interest as required by law.

Cllr Crowe stated that he was willing to stand for another year as Chairman and with no other Councillors declaring a wish to stand, Cllr Lidstone-Scott proposed Cllr Crowe as Chairman. This was seconded by Cllr O'Keefe. It was unanimously agreed and resolved that Cllr Crowe be elected as the Chairman for the year 2025-26. The Chairman completed the 'Declaration of Office' form and provided this to the Clerk.

2. To elect the Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office and Declarations of Interest as required by law.

Cllr Crowe had spoken to Cllr Johnson, the current Vice Chair but who was absent, prior to the meeting. Cllr Johnson confirmed she was willing to stand as Vice Chair for another year. Cllr O'Keefe proposed Cllr Johnson as Vice Chair. This was seconded by Cllr Coe. It was unanimously agreed and resolved that Cllr Johnson be elected as the Vice Chairman for the year 2025-26. Cllr Johnson will be asked to complete and sign the 'Declaration of Office at the next meeting.

ACTION: Cllr Johnson

3. To receive apologies for absence.

Apologies were received from Cllr Jean Johnson, County Councillor Steffan Aquarone and District Councillor Mike Hankins. in advance of the meeting and were accepted.

4. Minutes

a. To discuss any matters from the minutes not listed on the agenda. (For information only).

Nothing to discuss. All councillors were reminded to complete and sign their 'Declaration of Interests' on the NNDC website.

ACTION: All Councillors

b. To approve the Minutes of the Parish Council Meeting held on 19th March 2025.

These were approved and signed as a true record.

5. To record Declarations of Interest from members on any item to be discussed.

None declared.

6. To receive reports from the County Councillor and District Councillor.

No report was received from the County Councillor.

Cllr Crowe read out an email received from Cllr Hankins, District Councillor, on 19th May 2025 containing his report. (See Appendix 1).

7. To close the meeting to allow public participation.

No public were present.

8. To receive correspondence.

NALC sent an email advising parish councils to use gov.uk email addresses as best practice. NALC can organise this for £20 per year for NALC members + vat. This would provide unlimited email addresses. Alternatively, NALC can support parish councils with setting up their own domain for £56 per year. As this is a recommendation only the councillors decided against adopting gov.uk unless it becomes mandatory.

9. Finance:

a) To receive the current financial position.

Community a/c £3,680.96

Community (Defib) a/c £865.11.

Business Premium (Village Sign) a/c £1,397.08.

Business Premium (Investment) a/c £4,681.83.

b) To receive notification of the first precept payment.

£1,673.60 had been received.

c) To approve payments to be made:

i) Payroll Services-£120.00

Approved. Proposed: Cllr Jennings Seconded: Cllr Morley.

d) To Accept Payment of £50.85 from NNDC for recycling credits

Accepted.

i) To approve payment of aforementioned credits to Wood Norton Village Hall

Approved. Proposed: Cllr O'Keefe Seconded: Cllr Lidstone Scott.

e) To receive end of year accounts

The year end accounts were presented and had been internally audited by Jason Jeary (See Appendix 3). These were accepted and approved. Proposed: Cllr Coe. Seconded: Cllr Lidstone Scott.

f) AGAR-Internal and external audit approval & signature.

This was signed by the Chair and Clerk during the meeting. Cllr Crowe will send to the external auditors.

ACTION: Cllr Crowe

10. To provide an update on the defibrillator and VETS

Cllr Lidstone-Scott expressed thanks to Emma Crowe, on behalf of the parish council, for continuing to take responsibility for the defib monthly check.

A discussion was had regarding VETS. This costs £100 a year. There are 10 named volunteers. Councillors deferred to next meeting.

11. Dog fouling

This was discussed and continues to be a problem despite the bins having been moved. It is also an issue at the orchard. Signage could be bigger and clearer. Cllr Lidstone-Scott will liaise the Orchard Community.

ACTION: Cllr Lidstone-Scott

12. Social Media - Cllr. Morley

The Nextdoor account has now been reset. Nextdoor can not link to Facebook. Cllr Morley will share posts to both in future.

13. To discuss roads, highway matters and drains.

Potholes on Brush Hill still need to be filled, despite having been marked with white lines some time ago.

An engineer from Anglian Water attended regarding the culvert but was from the wrong department so he will contact the correct team. Vinnie Purdy (Norfolk County Council Highways) will work with Anglian water regarding this issue.

14. Annual approval of the Code of Conduct Policy, already circulated.

Approved. Proposed: Cllr O'Keefe. Seconded: Cllr Morley.

15. Update of the Biodiversity Policy

Cllr Lidstone-Scott had met various people to discuss checking the verges for flowers. Highways cut very early so this will be monitored for another year.

Responsibilities has been arranged as follows:

Cllr Lidstone-Scott - Twyford Rd. From junction by church to just beyond second pond.

D Nudd – Village 'Green'

Cllr Jennings – Hall Lane and Church Road

L Cannon – Ormosis to Cromes, Part of Foulsham Road

G Larter – Foulsham Road and beginning of Guestwick Rd, essentially bounding his land.

L O'Keefe – Brush Hill

Cllr O'Keefe added verges to the action sheet. This will be monitoring during the year.

16. To consider insurance quotes-renewal due 25th July 2025

Deferred to next meeting as quote are not available more than 60 days before renewal

ACTION: Chair / Clerk

17. Action Plan and Risk Assessment Review

This was completed by Cllr Lidstone-Scott. It was noted that the seat on the village sign is deteriorating.

18. Urgent Items

Cllr Lidstone-Scott has an old parish post-box. This should be added to the asset register despite having no value.

A comment was made about the recent road accident, a fatality. A discussion was had. SAM2 is expensive. There may be portable options, or possibilities to share with another village. Cllr Jennings will investigate and also look into grants. **ACTION: Cllr Jennings**

19. To receive any items for inclusion on the next Agenda

VETS, Highways, Drainage, laptop replacement, insurance.

20. To note the date of the next meeting as the 16th July 2025 at the village hall at 7:30pm.

Duly noted.

Meeting closed 8.38pm

Signed as a true record of the meeting of Wood Norton Parish Council held on 21st May 2025

Chairperson.....