

WENDLING PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5TH APRIL 2018 AT 7.30 P.M. IN THE WENDLING METHODIST CHURCH.

Present: Cllr S Warwick (Chairman), Cllr C Foster, Cllr M Olley, Cllr A Jenness and Cllr S Hughes-Wade

Others Present: 2 Electors and Dist. Cllr Richard Duffield

1. Welcome and to consider accepting apologies for absence

The Chairman welcomed everyone to the meeting.

Apologies for absence were received from Robert Richmond and County Councillor Mark Kiddle-Morris.

2. To declare any Interests re items on the agenda

There were no Interests declared.

3. To confirm minutes of the meeting held on January 25th

The minutes had been circulated. Cllr Foster proposed the minutes of January 25th be accepted as a true and accurate record of the meeting, seconded by Cllr Olley and carried.

4. To discuss any matters from the minutes of January (not on the agenda)

There were no matters arising.

PUBLIC PARTICIPATION PERIOD

Cllr Duffield reported that the Breckland Lottery is in operation and the profits will go to local villages for projects. The Planning Department is at full strength at the moment and there are some good Officers in position. Grange Road is horrendous and hopefully will be sorted out soon. Some pot holes in the village have been dealt with but Grange Road has been left without having any work done on it. Water is running out of ditches. The Clerk will send an email to Cllr Kiddle-Morris to see if he can hurry up the proceedings.

5. To discuss Parish Councillor vacancies

At the last meeting the Parish Council discussed this problem and the idea of a leaflet drop. Cllr Olley had produced a leaflet and it was studied and a few amendments will be made. It will be produced next week and distributed with the help of a Village Hall Committee person. Cllr Warwick does know of a resident who is willing to join the Parish Council and the co-option will happen in May.

6. To discuss Correspondence

An appeal letter had been received from Age UK Norfolk. Cllr Warwick proposed a donation of £50.00 be sent, seconded by Cllr Hughes-Wade and carried.

A communication from the Environmental Agency had been received regarding the impending surrounding maintenance work and as from April, for a year, all the culverts of Wendling Beck will be cleaned out.

7. To discuss any Planning Issues and future Planning applications

There were no planning issues to discuss.

8. To discuss Highways Matters

Pot holes and the problems down Grange Road were discussed under Public Participation. Some inspection covers have been put in place. Cllr Jenness is still complaining about his drive. Cllr Warwick made some investigations regarding speed signs as he has learnt that the rules regarding this issue have been 'relaxed'. However, a sign would cost £10,000.00.

9. To receive authorization for financial payments

Cllr Warwick proposed the following necessary financial payments be authorized, seconded by Cllr Olley and carried:-

Logic Red Web Designs	£124.00	Brisley Parish Council	£25.00
Age UK Norfolk (donation)	£50.00	Wendling Methodist Church	£30.00
Clerk's net salary February & March	£208.00	HMRC tax February & March	£52.00
Clerk's end of year expenses	£247.88		

As financial papers do not need to be kept, by law, for more than 8 years, the Parish Council gave the Clerk permission to destroy bank statements, receipts and invoices prior to 1st January 2008.

10. To receive an update on the appointment of an Internal Auditor

The Clerk had been in contact with SCS Accounting Solutions and when the end of year accounts are completed they will be delivered to the company for auditing.

11. To adopt the Wendling Parish Council Data Protection Policy

Cllr Olley proposed this Policy be adopted, seconded by Cllr Foster and carried. The Terms of Reference were also accepted. The Parish Council decided that all the members would join the Committee. On May 17th they will hold their first Committee meeting. There will be an agenda and minutes will be taken.

12. To discuss the new rules regarding the Annual Return

The Clerk explained that Mazars LLP will no longer be dealing with the Parish Council and the job of External Auditor is now with PKF Littlejohn LLP. Unlike Mazars, this company only communicates via email so all the documentation has to be printed off by the Clerk and returned via email. There are more documents to deal with than before and everything will need to be put on the website, so this will be a very time consuming exercise. As Cllr Foster is very busy at the moment, the Clerk will be taking over the task of the website soon.

13. To receive update on land next to the Village Hall

This idea is on hold at the moment, so it will no longer be an item on the agenda until the situation has changed.

14. To receive items for next agenda

Election of Chairman and Vice Chairman
Adoption of the End of Year accounts
Co-option of a resident onto the Parish Council

15. To confirm date, time and venue of next meeting in May

The next meeting will take place on May 17th in the Village Hall at 7.30 p.m. The Annual Parish meeting to take place at 7.00 p.m. and refreshments will be available. The Data Protection Committee meeting will take place at 8.45 p.m.

There being no other business to discuss, Cllr Warwick declared the meeting closed at 8.25 p.m. and thanked everyone for attending.


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Chairman

..... 17/05/17
Date