



West Rudham Parish Council

Annual Meeting of the Parish Council Minutes

Thursday 26 May 2022

Parish Councillors present: James Ringer (Chairman), Bridget Annand (Vice Chair), Jo Tyler, Lucinda Reddyhoff. Michael Chenery (County Councillor), Also in attendance: Jodie Bond (Parish Clerk), there were no members of the public present.

1. To elect a Chairperson for the coming year

Cllr Ringer invited nominations for the office of Chairman. Cllr Ringer was nominated by councillor's present. With no further nominations it was agreed to elect Cllr Ringer to serve as Chairman for the coming twelve months. Proposed by Cllr Reddyhoff and seconded by Cllr Tyler. Cllr Ringer thanked councillors and signed his declaration of acceptance. Cllr Ringer took the remainder of the meeting as Chairman.

2. To elect a Vice Chairperson for the coming year

The Chairman invited nominations for Vice-Chairman. Cllr Annand was nominated by Cllr Ringer and seconded by Cllr Reddyhoff. With no further nominations, all agreed to elect Cllr Annand to serve as Vice-Chairman for the coming twelve months.

3. Welcome and to receive apologies for absence

The Chairman welcomed those present.

Apologies were received from Jane Fleming, Maureen Lack and Chris Morley (Borough Councillor). Apologies accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations

There were none.

5. To approve the minutes of the meeting held on 31 March 2022

The minutes were approved without amendment and signed by the Chairman as a correct record.

6. To report progress on items not on the agenda from the last meeting

The Council AGREED to research prices and approve a current market valuation for the PC mower.

7. Open forum for Public Participation: an opportunity to hear from members of the public

There were none.

8. To receive updates from council members (for information only)

8.1 Allotment report and allotment rent review

The Council RESOLVED to maintain the annual rent at £18 per plot per year from 1st October 2022.

8.2 SAM2 & speed watch report

No SAM2 data to report.

8.2.1 Consider whether the SAM2 should be managed by the Speed Watch group
The Council RESOLVED to allow the Speed Watch Team to manage the SAM2, subject to agreement of the volunteers, sufficient insurance cover and risk assessments being in place.
Clerk to contact the new co-ordinator. Cllr Ringer has an electronic notepad that may be used for the downloaded data.

8.3 Defibrillator report
Cllr Annand has reported that everything is ok.

9. Open Spaces

Grass Cutting

Reports have been received that the grass cutters are not including the verges either side of Grove Farm. All AGREED to include this on the schedule in lieu of the public footpath FP6 which should be omitted from the routine cuts. Clerk to action.

9.1 Consider Highways issues and receive any updates
Following a site meeting with NCC Highways earlier today, Cllr Ringer advised that Highways have confirmed that the pond opposite the Dukes Head is not their responsibility, and it is not registered to anyone.
The previously requested agricultural traffic road signs were agreed for Station Road.
Cllr Chenery allocated funds for this work and agreed to reconfirm this directly with Highways.
It also appears that Station Road will be gritted.
Cllr Ringer reminded Highways to jet the drains in October, which they are keen to do and it has already been programmed.

9.2 Discuss and agree to replace the village gateways
The Council RESOLVED to order a new set of village gateways to replace the broken ones. We were successful in recuperating the cost of the gateways via our insurance, with the exception of the £250 excess. This is disappointing but was because the driver had not admitted responsibility in writing.
East Rudham Parish Councillors have been asked for their input for a sign on the reverse of the gateways, which will be at cost to them. The main request is for a 30mph sign and slow down to be added to the reverse side. It was also agreed to install a 30mph sign on both sides of the finger post at the cost of the Parish Council. Cllr Ringer will organise a further site meeting with Highways to reconfirm the best location for the replacement gateway.

9.3 Consider Pockthorpe Village Sign request
Following on from a request received before our last meeting Cllr Ringer discussed this with the Highways Engineer at the site meeting earlier today. The proposed location has been AGREED in principle by Highways subject to an underground utilities check. Cllr Ringer has informed the leading party of the Pockthorpe group.

9.4 Receive Jubilee Celebrations update and agree payment of beacon gas
The Council were successful in receiving the £180 Jubilee Grant. The Council RESOLVED to pay the £180 agreed contribution for the Jubilee newsletters to Janes Coffee Corner, and to approve the £80 contribution towards funds for the Jubilee Beacon gas as previously agreed. Cllrs have requested a copy of the final accounts associated with the Jubilee events. Clerk to action.

10. Planning Matters

10.1 To receive results of applications

21/02488/F | Variation of condition 2 of planning permission 18/00113/F to remove garages from drawings
Hall Farm Barns School Road West Rudham Norfolk
PC comment – NEUTRAL | BC decision – APPROVED
22/00124/F | Proposed rear extension & loft conversion
Ashgrove Lynn Road West Rudham King's Lynn Norfolk PE31 8RW
PC comment – SUPPORT | BC decision - APPROVED

10.2 To receive and consider new applications

22/00811/O |

PC comment - SUPPORT

11. Finance

11.1 Note the Internal Audit Report

Di Dann carried out the internal audit. In her report she commented all matters were in good order, however she has made some minor advisory notes. It was agreed that these notes will be implemented by the Clerk.

11.2 To approve the Certificate of exemption

The Clerk read out the total annual payments and receipts. The Council RESOLVED to approve the Certificate of Exemption. The Chairman and the Clerk signed the Certificate of Exemption on behalf of the Council.

11.3 To approve the Annual Governance Statement in the 2021-22 AGAR

Clerk read out the statements in the Annual Governance section of the Annual Return requiring councillors to respond to each statement. The Council RESOLVED to approve the Annual Governance Statement.

11.4 To approve the Statement of Accounts in the 2021-22 AGAR

The Clerk read out the figures in the Accounting Statement. The Council RESOLVED to approve the Statement of Accounts. The Chairman and the Clerk signed the AGAR on behalf of the Council.

11.5 To approve the bank reconciliation and payment of accounts list

The Council RESOLVED to approve the bank reconciliation and payments list (below)

Payment to	Description		Payment (£)
Clerk	Salary (Apr – May)	Online	245.96
Hempton PC	Clerk Mobile, Stationery, Laptop Expenses	Online	17.91
NALC	Subscription	Online	133.92
CGM Ltd	Grass Cutting	Online	830.21
Janes Coffee Corner	Jubilee Contribution towards Programmes	Online	180.00
James Ringer	Jubilee Beacon Gas Donation	Online	80.00
AJG	Insurance Renewal	Online	397.96
Total payments to be approved			£1885.96
Receipt from	Description		
BCKLWN	Precept	DC	3560.00
NCF	Jubilee Grant	DC	180.00
HMRC	VAT Refund	DC	89.55
Total payments received			£3829.55

- 11.6 To agree renewal of insurance
Following consideration of two quotations, the Council RESOLVED to approve the renewal of the insurance policy with AJ Gallagher. Clerk to action.

12. Correspondence

- o NARS donation request – Council RESOLVED to decline this time.
- o Parishioner Email - Fencing on The Green – A request had been received for fencing to be installed along the edge of The Green – Following discussion the Council RESOLVED to decline this request due to it being Houghton Estate land and historically an open space as used for grazing etc, also budget constraints are a factor and there would be concern for children trying to cross the main road to get to it. It was also noted that there is an 8.5 acre playing field that could be used.

13. To review and approve the Risk Management Policy and Information Audit

Following review, the Council RESOLVED to approve the Information Audit and RMP presented by the Clerk.

14. To consider producing an annual parish council newsletter

It was AGREED to publish an annual newsletter which Cllr Reddyhoff will create. Clerk to confirm number of houses to enable a printing price to be obtained.

15. To receive any items for inclusion on the next agenda and to note the date of the next meeting

Items to include on the next agenda:- Community Litter pick, Consider mower valuation.

The date of the next meeting will be Thursday 28 July 2022.

The Chairman closed the meeting at 9.25pm.

Signed by Chairman: Date: