

Wacton Parish Council

Minutes of the Meeting of the Parish Council held at Wacton Village Hall.

At 6.20 pm on Wednesday 1st May 2024.

**Present: - Chair: Gary Mulhall. Councilors: Pete Fraser, Felicity Perry. Kat Ireson
Parish Clerk: Alan Arber**

Two members of the public were also present.

1. Election of Chair and signing of Acceptance of Office and Register of Interests form

Gary Mulhall as proposed and was elected as Chair and duly signed the Acceptance of office and Register of interest forms witnessed by the clerk

Proposed: Pete Fraser

Seconded: Kat Ireson

2. Election of Vice-Chairman and signing of Acceptance of Office and Register of Interests form

Pete Fraser was ailing to stand and was elected as Vice Chair And duly signed the Acceptance of office and Register of interest forms witnessed by the clerk

Proposed: Gary Mulhall

Seconded: Kat Ireson

3. To consider any declarations of acceptance of office that have not been received and decide whether to grant an extension or declare the seat vacant

Nothing received

4. Public participation.

No public participation noted.

5. To consider apologies for absence.

Apologies received from Felicity Perry All agreed to accept.

6. To receive any disclosures of interest.

Gary Mulhall for payment all agreed.

7. To approve the minutes of the Parish Council meeting held on 3rd April

The minutes were agreed as a true record of the meeting.

Proposed: Pete Fraser

Seconded: Kat Ireson

8. To receive a report from the County Councillor.

Report given in Annual Meeting of The Parish

9. To receive a report from the District Councillor.

Report given in Annual Meeting of The Parish

10. To receive a report from the footpath warden

No report as we have no footpath warden

11. To receive a report from the Village Hall Management moving forward.

Given in the annual meeting of the Parish

12. To consider Planning applications.

Planning application 2020/0613 The Old Granary, Wilderness farm barns Church road Wacton (replace outward facing windows to rear of the property) had been sent round to all councillors to come back with comments for the meeting. It was agreed to support this application moving forward

13. To receive the annual Insurance quote and agree provider and agree a 3-year long term agreement

Due to our recent insurance claim for the Stolen SAM 2 machine Hiscox had informed us we were in breach of our 3-year agreement, so the clerk contacted two other companies along with Hiscox for quotes

Zurich Insurance 1 Year £854.25 3 Year £796.86
Hiscox Insurance 1 Year £588.86
Clear Insurers 1Year £598.71 3 Year £578.78

After a short discussion it was agreed to go with Clear Insurers for 3 Year Long Term Agreement the clerk was tasked with contacting them to arrange cover asap. He will also contact the other companies to inform them of the council's decision

Proposed: Pete Fraser

Seconded: Gary Mulhall

14. To agree to continue with the General Power of Competence

It was all agreed that this would continue

Proposed: Pete Fraser

Seconded: Gary Mulhall

15. Correspondence.

Planning application 2020/0613 received
Internal audit submitted
Internal Audit report received
Nalc and NPTS training emails received
Register of Interest forms sent to Chair and Vice Chair

SAM 2 stat downloaded and SAM 2 Moved
 All Saints Church Annual Report received
 Broad band shared Bill with village hall sent
 Village Hall bill received
 Meeting dates sent to Village Hall
 Zurich insurance quote received
 Hiscox email and quote received
 Clear Councils insurance quote received
 SLCC Annual Meeting attended
 SLCC Training day registered
 D of E assessors report sent in for the Litter Picking young girl Isabella
 Land sale request received from a parishioner to purchase his drive to allow him to keep it nice
 Spire Solicitors contacted to act for us on small parcel of land sale
 Free portrait of King Charles received
 Website updated with Councillors pics and bio on
 Pylons Info received
 Clerk enrolled on Gov.uk Training.

16. Authorisation of Payments.

1. Receipts

VAT refund	£905.94
SNDC Precept	£9283.50
Village Hall Shared Broadband payment	£350.59

2. Finance

- To approve payment of Clerks Salary and expenses for April £674.36
- To approve payment to Norfolk Pension Scheme for Clerks Pension April £ 212.00
- To approve payment to Mulbee solutions April £60.0
- To approve payment to HMRC for Tax and NI April £90.49
- Credit card monthly charge April £3.00
- To approve payment to Sonya Blythe for Internal Audit £120.00
- To approve payment to O2 for clerk's mobile April £12.47
- To approve payment to BT for Broadband for defib April £32.53
- TO approve payment to NPTS for annual Subscription £185.67
- To approve payment to Wacton Village hall for hire charges £500.00
- To approve payment Excite for Grass Cutting £294.90
- To approve payment to Wix for website on Credit card £15.24

Proposed: Kat Ireson

Seconded: Pete Fraser

- **To receive the Internal Auditors Report and agree actions**

Email management – the JPAG Practitioners Guide states that “every authority should have an email account that belongs to the council and to which the council has access – this ideally would be a.gov.uk or.org.uk address or could be an address linked to the council website.” I note from your March 2024 minutes that this is already in hand.

S137 – Council confirmed in May 2023 that it holds the General Power of Competence. This power supersedes S137, and as such S137 should not be used in future. These payments can be recorded under your other budget categories, such as admin or grants, as required.

Duly Noted and actioned

Policies – when reviewing your policies annually, it would be a good idea to list them all separately within the minutes, as it was difficult to evidence that items such as the risk assessment and asset list had been checked during the year.

The minutes should also record that Council have approved the policies.

Duly Noted and actioned

When budget setting it is best practice to have a complete budget year on the document for Council to see. For example when setting the 24/25 budget, you would have had a full year showing for 2223, then the estimate to the end of 2324, then the 2425 budget line for consideration. This helps to have a full summary of the financial position available.

Duly Noted and actioned

- **To Agree Bank signatories for 2024-2025**
Gary Mulhall, Pete Fraser and Kat Ireson are the bank signatories for the coming year
- **To note Clerks one point salary scale rise**
This was noted and all agreed to this
Proposed Kat Ireson Seconded Pete Fraser

17. Report on ongoing matters.

- **Woodland Project and damaged Bridge**
Strip backs and general tidy up ongoing
- **Councillor and Clerk Training**
The Clerk has enrolled on Gov.Uk email training to allow work out how we implement our new email boxes. He also requested that he could attend the SLCC National Conference as he has done for the last 4 years. All agreed
- **To discuss the Book Exchange project**
The two wall plates are up, and the rafters are up along with the ridge bar and hopefully completed and weather permitting it will be completed by start of June
- **New Benches**
This has been deferred until the weather spring.
- **Councillors Page on the website**
The clerk has most bio's and will undertake this task as soon as yearend is done and has all Bio's. Will be done soon. Website head page may be changed in the coming months to make it look better.
- **Gov.uk Email Addresses for councillors**

The clerk commented that he is attending the free training next week and it is hoped we can implement these asap as we have the passwords to move things forward.

- **Biodiversity**

The clerk is working on this, along with a climate emergency policy as well and will report to the council once year end is completed and should be at June Meeting..

- **Damaged Play equipment and replacement**

This will be looked at after year end is completed. The damaged play equipment has been removed and the car park sign has again been vandalized and removed.

- **Purchase of Apple/Pear Trees**

This will be looked at after year end is completed. The sticks have been taken out and the sticks will be used to make a nature habitat. The foundry garden Centre is good for trees to help with this. Planting is best in the autumn. New noticeboard to be purchased asap

18. To receive details of Parish Speed Watch.

The Sam 2 data has been downloaded and the report is better than expected with the maximum speed taken to be 55 MPH on 14/3

Other than that that most drivers are doing around 32.3 mph which is acceptable.

The total vehicles in one direct was over 32,932

The speed watch group gave no report

19. To discuss the need for New Parish Councillors.

We need new councillors desperately and will look for these asap.

Two volunteers may be interested in the coming months.

20. Public Participation

No comments

21. Items for the next Agenda

SAM data

Policies

Bridge in the copse

New Noticeboard

Land sale

Regional apple or cherry tree varieties for Orchard

Biodiversity Policy

The meeting ended at 6.50 pm.

Next Parish Council Meeting will be 5th June at 6pm