

Wacton Parish Council

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

At 6.20 pm on Wednesday 10th May2023.

Present: - Chair Gary Mulhall. Councilors: Pete Fraser, Laura Doulton and Kat Marshall

Parish Clerk: Alan Arber

8 members of the public was also present plus County Councilor Alison Thomas

Public Participation

1. Election of chairman and signing of Acceptance of Office/Register of interest's forms

Gary Mulhall was proposed as Chairman of the council and commented he was willing to stand.

Gary Mulhall was voted in as the chairman for the council. All agreed

Proposed Pete Fraser

Seconded Kat Marshall

All agreed.

Gary Mulhall voted in as chairman.

2. Election of Vice-chairman and signing of Acceptance of Office/Register of interest's forms

Pete Fraser was proposed as Vice-Chairman of the council and commented he was willing to stand.

Pete Fraser was voted as Vice-Chairman. All Agreed

Proposed Gary Mulhall

Seconded Laura Doulton

All agreed.

Pete Fraser voted in as Vice Chairman

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

All councillors present signed their acceptance of Office Forms, and these were witnessed by the clerk. The councillors register of interest's forms are to be done online and forwarded to the clerk asap.

Felicity Perry and Ian Mortimer were granting extensions till the next meeting.

4. To consider apologies for absence.

Felicity Perry sent their apologies, all agreed to accept.

5. To receive any disclosures of interest.

Gary Mulhall as Mulbee Solutions for a payment in item 12 all agreed to this.

6. To approve the minutes of the Parish Council meeting held on 5th April 2023

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

Proposed: Pete Fraser

Seconded: Gary Mulhall

7. To consider matters arising from the last minute (for information only).

None reported.

8. To receive a report from the County Councillor.

County Councillor Alison Thomas gave the following report as per annual parish meeting.

9. To receive a report from the District Councillor.

No report from the District Councillor as only in post since last Friday 5th May

10. To receive the Footpath Wardens report.

The Footpath warden is stepping down and we need to find a new footpath warden.

11. To receive a report from the Village Hall Committee.

Given in Annual Meeting of the Parish.

12. To agree to adopt the General Power of competence.

The clerk took the meeting through the proposal. It was agreed to adopt for the year of 2023-2024

Proposed: Gary Mulhall

Seconded: Pete Fraser

13. To consider Planning applications.

Planning applications as follows.

2023/0962 Le Grys Barn Erection of Greenhouse. No comment made.

14. Correspondence.

NPTS Training emails

Precept payment received.

HMRC Vat

Plusnet bill received.

O2 bill for clerk's mobile received.

Nalc training email

New Website upgraded.

Internal audit completed.

New dog bin received awaiting post to be installed.

Internal audit report received.

Actions from internal audit already done.

Agar ready to be sent to External Audit

The cost for the website to have its own domain as detailed in the audit report is £144 per annum.

Email from Nalc asking if we would like to renew our membership and this was declined as we no longer use it.

NPTS annual subscription received.

Invoices on bank system

Play Inspection report received.

Phone call made to excite on grass cutting issues and all agreed actions will be done.

Adnams Grant paperwork submitted, and all agreed for play area work.

Insurance renewal received and to be agreed at the next meeting.

Email saying letter boxes would be done weekending end of April by village hall committee.

SAM Data downloaded and SAM moved.

Email from monitoring office with new code of conduct and forms for councillors to be completed online and emailed to clerk.

CIL report submitted.

15. Authorisation of Payments.

1. Finance

Payment of Clerks monthly salary and expenses January	£530.35
Payment to Norfolk Pension Service for Clerks pension January	£196.41
Payment to Play Inspection company	£87.54
Payment for S Blythe for Internal audit	£70.00
Payment to NPTS for annual subscription	£185.67
Payment to Mulbee solutions for maintenance work	£93.74
Payment to Viking for stationery	£79.62

Payment to 02 for Clerks Mobile	£10.49
Payment to Plusnet for broadband charges	£32.28
Credit card monthly charge	£3.00

Proposed: Pete Fraser

Seconded: Kat Marshall

a). **To receive the internal auditor's report and note actions.**

The clerk took the meeting through the report and took the meeting through the report, and all agreed it was excellent and the clerk was thanked for his work on this.

b). To agree the bank signatories for 2023-2024

All signatories agreed to continue for the coming year.

Ian Mortimer

Gary Mulhall

Pete Fraser

The clerk also commented that he only has access to the bank account to put payments on and cannot access Authorisation of payments or withdraw any amounts from the account under any circumstances.

c). To note the clerk salary rises by 2 SCP point.

This was agreed at the budget meeting and is ratified by the full council.

Proposed: Pete Fraser

Seconded: Kat Marshall

All agreed.

16. Report on ongoing matters.

- **Litter Pick**

This did not go ahead due to it being poorly attended and the village was very clean.

- **Woodland Project**

A tree survey will be done in 2024. Long Stratton School children will be attending soon to assist in the project and the chair will be meeting their coordinator in the coming days.

- **Councillor and Clerk Training**

The clerk is looking to book his annual clerks conference asap to ensure his place. The clerk will book his place asap.

- **To discuss Defibrillator Training**

The clerk is speaking to St Johns Ambulance as they provide free training, and the clerk will look at this urgently.

- **Ditch at Village Hall**

Nothing to report.

- **Dog bin on Sallow Lane**

Bin in clerk's office and once new post is installed.

- **Coronation Event**

Belated event in July with a picnic on the green and a meeting will be held to discuss the event. The event will be known as the Parish Picnic

- **To agree a schedule of works**

A schedule of work will be put together asap.

- **To agree the parish maintenance contractor**

Mulbee Solutions has been approached to be the village maintenance contractor and it will be prioritized as the most important one first. It was also noted that all works need to be agreed on by the council in the first instance unless they are a health and safety hazard, and the clerk can then approve.

Proposed: Pete Fraser

Seconded: Laura Doulton

- **Upgrade the website.**

The clerk commented that the website needed to be upgraded so it appears on Google, and it is available for all to view. The cost would be £144 incl Vat and this would be done asap.

Proposed: Gary Mulhall

Seconded: Pete Fraser

17. Matters raised by councillors and members of the public (for information only)

Lock on playground and panel missing in the same area.

A dog bin question was asked, and we have 4 bins, and we are looking into areas that may need more but the collection costs from SNDC are quite expensive.

People are putting their poo bags in the parish council bins which they should put in their own bins.

Notice boards are difficult to access, and this is a village hall matter.

18. To receive details of Parish Speed Watch.

The clerk downloaded the Sam Machine today and the report will be submitted to the police tomorrow as we had three months of data for submission, and it has been moved to its new site. One speeder in late Feb at 21.35 pm was found to be at 60 mph other than that the average speed was noted at 33 mph which is good.

15. To discuss the need for New Parish Councillors.

The clerk commented that we still have a need for one more councilor as we have 6 now and it's a good team.

19. Items for next Agenda.

Insurance quote

Maintenance work.

Sam Machine

Sexton's wheel

The meeting closes at 7.05 pm.

Next Parish Council Meetings 7th June 2023 6.00 pm

