

# **Wacton Parish Council**

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

**At 6pm on Wednesday 7<sup>th</sup> June 2023.**

**Present: - Chair Gary Mulhall. Councilors: Pete Fraser, Kat Marshall, and Felicity Perry**

**Parish Clerk: Alan Arber**

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

## **1. Public Participation**

No Public Participation

## **2. To consider apologies for absence.**

Laura Dolton sent her apologies, and all agreed to accept.

## **3. To receive any disclosures of interest.**

Gary Mulhall For a payment in item 12 all agreed this was fine.

## **4. To approve the minutes of the Parish Council meeting held on 10<sup>th</sup> May 2023**

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

**Proposed: Felicity Perry**

**Seconded: Pete Fraser**

## **5. To consider matters arising from the last meeting minutes (for information only).**

None reported.

## **6. To receive a report from the County Councillor.**

No report from County Councillor Alison Thomas.

## **7. To receive a report from the District Councillor.**

No report as no district Councillor in attendance but the election for Barry's post is 13<sup>th</sup> July.

## **8. To receive the Footpath Wardens report.**

We still need to find a new footpath warden.

Overgrown Footpath at Buttles Lane FP13

FP18 The footpath across the field where the footpath goes across the field and these needs dealing with asap due to new fence being installed.  
RB24 Earthenware Lane is overgrown and needs reporting.  
No schedule of work received from Electric company.

**9. To receive a report from the Village Hall Committee.**

No report from Village Hall committee

**10. To consider Planning applications.**

Planning applications as follows.

No Planning Received

**11. Correspondence.**

Year-end Information emailed to PKF Littlejohn  
Councillors |Register of Interests forms emailed in  
Plusnet bill received.  
O2 bill for clerk's mobile received.  
New Website upgraded.  
Parish Insurance details received with updated policy to take in new play area equipment Insured.  
New dog bin received by no details when post will be installed.  
Play Equipment report received.  
The grass cutting contractor contacted regarding issues we had reported.  
Improved grass cutting undertaken.  
NALC training emails received.  
NPTS training emails received.  
All parish council policies updated.  
The clerk attended local training on meetings etiquette for parishioners and visitors.  
Meeting Information sheet completed.  
Email from Village Hall on wi-fi permissions.  
Ian Mortimer Resignation received.  
Play Area Inspection carried out.  
New website domain and annual charge paid via credit card.  
The clerk's Tax rebate added to his salary this week.  
Sextons wheel info sent.  
Casual Vacancy notice received and will be put on the notice board and website.

**12. Authorisation of Payments.**

**1. Finance**

Payment of Clerks monthly salary and expenses May	£707.55
Payment to Norfolk Pension Service for Clerks pension May	£196.41
Payment to HMRC for Tax and NI	£40.70
Payment for Mulbee for maintenance work	£165.00
Payment to SLCC for annual subscription	£72.75

Payment to Gallagher for Parish Insurance	£628.16
Payment to All Saints PCC for churchyard maintenance Grant	£700.00
Payment to 02 for Clerks Mobile	£11.89
Payment to Plusnet for broadband charges	£32.28
Credit Card Monthly Charge	£3.00
Credit Card Payments	
Payment to Wix for new website domain and annual hosting charge	£144.00
Payment to Amazon for maintenance items	£18.90

The clerk commented that we started the month with a balance of £23439.65 and after today's payments including the credit card, we would have a balance of £20719.01. This means the council is in good financial health. The clerk also commented that he had slightly changed the way this is reported in the financial report to show credit card payments also, which was welcomed by the councillors.

**Proposed: Pete Fraser**

**Seconded: Kat Marshall**

a). To agree a new bank signatory

The clerk commented that with Ian Mortimer leaving the council that we needed a new bank signatory and Ian needed taking off the mandate.

It was agreed that Kat Marshall would undertake this, and the clerk will prepare the forms for this to happen asap.

b). To receive the Annual Insurance Policy

Gallaghers insurance company are our insurers, and we are on a 3-year Long Term Agreement and the new policy has been received including the uplift to insure our new play equipment as required by the Internal Auditor.

The cost for this year including the uplift is £628.16.

The clerk commented that he had updated all Parish Policies as detailed on the attached sheet (**Appendix A**) and will put these on the website asap, these have been done to ensure we are legal and transparent at all times. The policies include the new LGA code of conduct, Standing Orders and Financial Regulations.

### **13. Report on ongoing matters.**

- **Woodland Project**

Gary has started a new trail around the project and a general tidy up. There are smaller dead trees that need removing.

- **Councillor and Clerk Training**

The clerk recently attended an in-house training session on meeting etiquette for parishioners, Councillors, and visitors. The clerk and the chair will be attending Kat Marshall too.

- **Defibrillator Training**

The clerk is still looking into this and hopes to report dates at the next meeting. It was thought we could also make this a social evening for all to attend.

- **Dog bin on Sallow Lane**

The clerk commented that the new dog bin has been received but as, yet the new post has not.

yet been installed.

- **Picnic on The Green Event**

The chair commented that it was a problem for him to organize and asked that if anyone else wanted to work the details out they are willing to organise this. Event Cancelled

- **To agree the making of 4 new benches**

A discussion ensued on the new benches, and they can be supplied at approx. £200 per bench with sites to be agreed. Plaques would be put on benches for Barry Duffin and The Kings Coronation.

- **To agree the purchase of new signs for the play area**

We need new play area signs such a 2 no dogs sign, a new play area sign with contact details on and a new car parking sign. It was agreed to get metal signs where possible. Danger deep water signs are in the pond area. A discussion was had on the need for a life buoy. It was agreed to carry this over till the September meeting as it's not a danger at present.

- **To receive the play area report and agree a schedule of work to be done when possible.**

The clerk reported that the play area report has been received and the trim trail is causing most concern as it is very old and deemed a risk moving forward, other items are the gate by the carpark needs replacing, Bench needs cleaning, most items are low risk so are not crucial, but we should look at replacing the trim trail if funding can be found.

#### **14. To receive details of Parish Speed Watch.**

The clerk will download the SAM machine for the next meeting.

#### **15. To discuss the need for New Parish Councillors**

With Ian Mortimer resignation we need 2 new councillors, and the chairman will chat with potential candidates in the coming weeks.

#### **16. Matters raised by councillors and members of the public (for information only)**

Maintenance on the playground on spiderman swing has seen the safety matting cut by the grass cutters.

The Strimmer's are not usable and both need replacing and costs would need to be obtained.

#### **17. To receive details of Parish Speed Watch.**

The clerk will download the SAM machine for the next meeting.

#### **18. Items for next Agenda.**

##### **Strimmer**

##### **New play area sign**

The meeting ended at 6.45pm.

Next Parish Council Meetings 5<sup>th</sup> July 2023 at 6pm Wacton Village Hall

