

**The Minutes of Clenchwarton Parish Council Meeting held on 2 February 2023
at 7.00pm at Memorial Hall, Clenchwarton**

Present:

Cllr K Pell	Cllr R Lucas	Cllr R Thornally
Cllr R Moore	Cllr T Moore	Cllr A Winters
Cllr R Moate	Cllr N Collison	Cllr A Bell
Cllr D Whitby		

Also in Attendance: Sarah Bristow (Locum Clerk) Cty Cllr A Kemp, Cllr Moriarty and 18 members of the public.

- 1. To consider acceptance of apologies for absence.**
It was resolved to accept apologies from Cllr Bearshaw & Cllr Edwards
- 2. To receive Declarations of Interest and requests for Dispensations by Councillors in any of the Agenda Items listed.**

Cllr Lucas have a Personal Interest in agenda item 15.1
- 3. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

Highway – Pedestrian Island

A member of the public asked for an update on the Pedestrian Island on Station Road. This item needs to be taken up with the Highway Engineer.

Clerks Complaint

A member of the public asked what was happening regarding the Clerks Complaint. The Locum Clerk advised that unfortunately this cannot be discussed in the open part of the meeting.

Planning Application 22/02214/F

Members of the public were concerned regarding the previous retrospective planning application and if this was passed it would only lead to other developments. Assess to the site was discussed and only the possibility of a Grain Store which had previously been discussed. The Applicant who was present advised that there was not going to be any Grain Store but would cut down on the transporting of products. The development is just under 1000 square metres.

Hire of the Playing Field for Coronation Party

The Friends of the Village wish to hire the playing field on the 7 May 2023 from 8.00am to 6.00pm. **It was resolved for this to be agreed.**

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Kemp.

Cllr Kemp advised regarding the County Council Budget which was proposed at a 4.99% increase. One main point was that the Recycling Depots will not be closing as first suggested but the spraying of verges would be only once a year

not twice as currently. Cllr Kemp advised that she had also proven the need for the mobile library to continue in Station Road. She advised about the new Library Hub in the town centre and a 10 year deal with inappropriate. The 24 Million Southgate Roundabout project and the on-line consultation for the Wisbech incinerator finished on the 9 February.

4.2 Borough Councillor – Cllr Whitby

Cllr Whitby advised that a £50,000 fund for defibrillators has been launched with a £1000 to go to the villages that successfully apply for the grant. The battery collection is still on-going and reminded everyone that batteries can be left in clear bags on top of their bins. Cllr Whitby also advised about the ID Voting system was in place for the local elections in May. The Princess Theatre has had a new roof and there are new electricity car charging points in King's Lynn and Hunstanton. CIL funding for the Southgates has been awarded but the Oasis Hub project missed out.

The Chair thanked the Councillors for their reports.

5. Minutes of Parish Council Meeting held on 1 December 2022

5.1 To consider and approve the minutes. **It was resolved to approved the minutes as a true and accurate record after the following amendments. Item 15 should read Cllr R Moore not Cllr Lucas.**

5.2 Matters arising from the minutes.
None Received.

6. Finance: (see reports attached)

6.1 Finance Chair's Report

Cllr Moate advised that he did not have a report.

6.2 Monthly Accounts for Payment.

(Please see list attached) **It was resolved for these payments to be made. Cllr Moate to check out the Village Hall invoice.**

6.3 Money Received.

No money had been received.

6.4 Bank Rec November 2022

Had not been undertaken.

6.5 Bank Rec December 2022

Had not been undertaken.

6.6 Bank Rec January 2023.

Had not been undertaken.

6.7 Budget 22-23 – Outturn Report.

Cllr Pell advised that this had been achieved at the Finance Meeting.

6.8 To set the Budget 23-24.

Cllr Pell advised that this had been achieved at the Finance Meeting.

6.9 To set the Precept 23-24.

It was resolved for the Locum Clerk to advise the Borough Council that £53,722 was needed as a precept for 2023-24.

6.10 To consider purchasing an accounts package and professional services

offered by the company.

It was resolved for the Locum Clerk to appoint Scribe Accounts at a cost of £647.00 to undertake the accounts from the 1st April 2022 to current date and £348.00 for the package going forward.

6.11 Invoicing

Cllr Pell advised that invoicing still needed to be achieved for Football Club, Bowls Club and Allotments. There is also an increase on the Football Club. **It was resolved for the Locum Clerk to undertake when the laptop received.**

6.12 VAT

Cllr Moore advised that no VAT has been reclaimed for the last three years. **It was resolved for the Locum Clerk/Norfolk ALC to undertake as long as figures could be ascertained.**

6.13 Outsourcing Wages

It was resolved to outsource the wages to Norfolk ALC at a cost of £8.00 for first employee and £5.00 for every other employee per month. The Locum Clerk agreed to also get Norfolk ALC to undertake the backdated wages for the Locum Clerk, Locum RFO and second Groundsman.

7. Village Matters

7.1 Pavilion Roof

This still has to be achieved.

7.2 Dyke Issues – Football Field.

Cllr Lucas advised that this had been flailed and cut back but the dyke still needs to be cleared out. There was a discussion regarding the drainage pipes. **It was resolved for Cllr Pell and Cllr Lucas to investigate.**

7.3 Hedge Issues

The hedge had now been cut.

7.4 Clapper Lane overgrowth – Freebridge.

This has still not been achieved. **It was resolved for the Locum Clerk to take up with Freebridge.**

7.5 To vote on making the Tractor roadworthy.

Cllr Pell advised that the tractor had been made roadworthy by the maintenance contractor but the V5 had not been achieved and because of this Cllr Moore was unable to put on the insurance. Cllr Collison was concerned that it was not made to go on the road. **It was resolved for Cllr Pell to speak with the contractor and advise of Cllr Collison's concerns and obtain the V5 and for Cllr Moore to obtain the insurance when V5 received.**

7.6 To vote on the purchase of a Trailer for the Tractor

Cllr Pell advised about the trailer. Cllr Collison asked what it would be used for and would be used to remove waste from the field. Cllr Collison not happy with this decision. At this point Cllr Collison stood up and gathered his papers and advised that he was tendering his resignation. Cllr Collison left the meeting. **It was resolved for Cllr Pell to check the roadworthiness of the trailer.**

7.7 To vote on the purchasing of Tools for the Groundmen.

The Locum Clerk had sent round a list of the tools needed. **It was resolved for the tools to be purchased at a cost of £333.69.**

8. Planning Applications and Determinations:

Applications:

22/02214/F Application for Proposed agricultural store at land w of Kenwick Hall and south of Track Station Road, Clenchwarton.
After a lengthy discussion **It was resolved for the Locum Clerk to advise the Borough Council that the Council had no comment.**

Determinations:

22/01711/F Application for demolition of existing west projection of property and rebuild with new construction on the same footprint at East View Farm 20 Church Road, Clenchwarton – **Granted**

9. Governance:

9.1 Policies to review.
- Lone Worker Policy
Cllr Lucas advised that this was in place.

9.2 Training
The Locum Clerk agreed to organise some for the new council at the end of May/June time. **It was resolved for the Locum Clerk to undertake.**

10. Parish Poll:

10.1 To receive update.
Cllr Pell advised that this was urgent and does not know why it was put on hold. The Locum Clerk advised that it was not on hold but the Borough Council were waiting for the official form and paperwork. The Locum Clerk is hoping she will be able to undertake though she had been advised that it may not be undertaken prior to the May Elections. Members present advised that it needs to be achieved so that the new council have the correct instructions going forward. **It was resolved for the Locum Clerk to undertake.**

11 Highways

11.1 To Note latest developments from NCC Highways.
Nothing to report: Cllr Pell advised that he had been working with the SAM supplier regarding the battery and hoped to have them in working order soon.

12. Correspondence: (see associated papers) To review and consider any action necessary

Nothing received the emails have not been checked as the Locum Clerk still does not have access to the laptop.

13. Items For Next Agenda

13.1 To consider items that need to go on the next agenda.

The following item to be added to the next agenda.

Neighbourhood Plan

Terms of Reference for the Clenchwarton Play Area Renovation Working Group

Christmas Tree

Trees for the Churchyard/Hedge Cutting the Churchyard.

Distribution of Welfare across the village

Traffic on Small Holding Road

14. Date, and Place of next meeting.

Parish Council Meeting Thursday 2 March 2023 at 7.00pm at Memorial Hall.

This part of the meeting closed at 9.12pm

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

15 Personnel issues

15.1 Clerk/RFO

After a lengthy discussion **It was resolved for the Locum Clerk to take advise from the HR Consultant.**

Due to the time **It was resolved to call an extraordinary meeting for next Thursday 9 February 2023 at 7.00pm**

It was resolved to defer this item to the next meeting

15.2 Locum Clerk/RFO

15.3 Groundmen

The meeting was closed at 10:25pm.

Payment List

TotalEnergies	Streetlight Energy- Jan 23	£477.68
TotalEnergies	Streetlight Energy- Jan 23	£99.37
TotalEnergies	Streetlight Energy- Dec 22	£302.00
TotalEnergies	Streetlight Energy- Dec 22	£95.87
TotalEnergies	Streetlight Energy- Nov 22	£157.66 Cn
TotalEnergies	Streetlight Energy- Nov 22	£95.87
TotalEnergies	Streetlight Energy- Oct 22	£157.66 Cn
TotalEnergies	Streetlight Energy- Oct 22	£156.93
TotalEnergies	Streetlight Energy- Oct 22	£49.93
Wave	Water Charge	25.77

ACTION POINT

Cllr Pell

- Investigate Drainage Pipes
- Investigate Tractor and Trailer Road Worthiness with contractor
- Obtain V5

Cllr Moore

- Insure Tractor when V5 received.
- Undertake Payments

Cllr Lucas

- Investigate Drainage Pipes

Cllr Moate

- Investigate Village Hall Invoice.

Locum Clerk

- Get Precept figure to the Borough Council
- Appoint Scribe to undertake the accounts from 1 April 2022
- Undertake Invoices
- Undertake Wages for Locum Clerk, Locum RFO, 2nd Groundsman
- Planning Comment
- Book training end of May early June
- Place items on next agenda
- Speak with HR Consultant