

**The Minutes of Annual Parish Council Meeting of Clenchwarton Parish Council  
Meeting held on 18 May 2023 at 7.00pm at the Church, Clenchwarton**

**Present:**      Cllr K Pell                              Cllr R Lucas                              Cllr T Moore  
                 Cllr S Bearshaw                              Cllr S Fox                              Cllr C Coates  
                 Cllr C Wilson

**Also in Attendance:** Sarah Bristow (Locum Clerk) and 14 members of the public.

**At the start of the meeting one-minute silence was taken for the late Cllr Whitby.**

**1. To Elect a Chair for the coming year.**

There were two nominations for Chair, one from Cllr T Moore which was not seconded and one for Cllr C Coates which was from Cllr Lucas and Seconded by Cllr Bearshaw. **It was resolved for Cllr Coates to be Chair for the next year.**

**2. To Elect a Vice Chair for the coming year.**

Cllr S Fox was proposed to by Cllr Pell and seconded by Cllr Lucas. **It was resolved for Cllr Fox to be Vice Chair for the next year.**

**3. To receive signed Declaration of Office from Chair and Vice Chair.**

Cllr Coates and Cllr Fox duly signed their declarations of Chair and Vice Chair.

**4. To consider acceptance of apologies for absence.**

**It was resolved to accept apologies from Cllr Thornalley**

**5. 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 17.

**6. To Confirm requirements and adopt the General Power of Competence.**

The Locum Clerk confirmed that two thirds of the Councillors were elected, and she has a CiLCA qualification which confirms the requirements. **It was resolved for the Council to adopt the General Power of Competence.**

**7. Appointment of Parish Council representatives to serve on the following Committees/Organisations:**

7.1 Memorial Hall Rep.

**It was resolved for Cllr Lucas to be the Memorial Hall Representative for the next year.**

**8. To Review Standing Orders**

**It was resolved to adopt the correct current version 2018 updated 2022 and to add to allow for Secret Ballots.**

**9. To Review Financial Regulations**

**It was resolved to accept the change in contracts finder from £25,000 to £30,000.**

**10. To review Code of Conduct.**

The Locum Clerk advised that it is good practice to adopt the code of the Borough/District Council. The Borough Council adopted the new code on March 23. **It was resolved for the Locum Clerk to put together a document with this new code and for this to be sent round prior to the next meeting.**

**11. Parish Council Annual Accounts 2022/23**

With no access to the bank account and payments that should have been made not being made no further progress can be made on this currently. **It was resolved for the Locum Clerk to speak and advise the HMRC and get administration right so that she can put on payments and put Cllr Lucas, Cllr Wilson, and Cllr Pell as signatories to the account.**

**12. Date, Time, Place of next Annual Parish Council Meeting.**

The date of the 9 May 2024 at 7.00pm was set.

**13. Adjournment of Meeting to allow for public questions. (15 mins max 5 mins per Speaker.)**

**Tree**

A Parishioner advised that there was a tree in the ground of the Memorial Hall that needed attention and should be removed. **It was resolved for the Locum Clerk to get quotes from tree surgeons to assess the tree and give a report of any action.**

**Play Park**

A Parishioner thanked the CPAR for all the work on the playground. It was lovely to see so many people enjoying themselves. The Parishioner also wished to thank Gemma Curtis for helping with grant applications.

**Memorial Hall Booking**

A Parishioner connected with the hall asked for a list of all the meetings for the year so that situation like tonight does not happen again. **It was resolved for a list to go to the Parishioner to book the hall.**

**14. To Receive Councillor Reports**

**14.1 County Councillor – Cllr Kemp.**

Cllr Kemp had sent her apologies as she is unable to be with us tonight.

**14.2 Borough Councillor – Cllr Bearshaw**

Cllr Bearshaw thanked people for voting for him. He advised that the independent groups had join forces with the Liberal Democrats and the Green and took over control of the Borough Council with Cllr T Parish the new Leader and Cllr J Moriarty as Deputy Leader. Mayor making has taken place and Cllr Margaret Wilkinson was the new Mayor and Cllr Paul Bland the Deputy Mayor. Cllr Bearshaw advised that he had already started working with Cllr Kemp. Cllr Bearshaw advised that he was to sit on the Regeneration Committee. Cllr

Bearshaw advised that King's Lynn Young Players are playing at the Shakespeare's Guild this weekend.

The Chair thanked the Cllr Bearshaw for his report.

**15. Minutes of Parish Council Meeting held on 23 March 2023**

15.1 To consider and approve the minutes. **It was resolved to approve the minutes as a true and accurate record.**

15.2 Matters arising from the minutes.  
None Received.

**16. Minutes of Parish Council Meeting held on 6 April 2023**

16.1 To consider and approve the minutes. **It was resolved to approve the minutes as a true and accurate record.**

16.2 Matters arising from the minutes.  
None Received.

**17. Finance: (see reports attached)**

17.1 Monthly Accounts for Payment.  
(Please see list attached) **It was resolved for these payments to be made.**

17.2 Money Received.  
No money had been received. The Locum Clerk asked if there were any CIL monies due. **It was resolved for the Locum Clerk to ask the Borough Council for a CIL statement.**

17.3 Bank Rec for 2022/ 2023  
Due to not having access to the bank statements this cannot be achieved currently.

17.4 Invoicing  
As soon as the year end can be completed on Scribe then the Locum Clerk will invoice for the allotments, football, and bowls.

17.5 VAT.  
The Locum Clerk advised that Scribe were undertaking the accounts for 2022-23 so the VAT would be reclaimed. The Locum Clerk advised that because no VAT figures had been kept, it was a matter of going through and recording all the figures. The Locum Clerk advised that she assess the work involved as it might cost more in staff time than the actual re-claim.

17.6 Insurance  
The Locum Clerk had sent round the new schedule. This is part of a three-year deal. **It was resolved for this to be added to the payment list and paid as soon as there was access to the bank account.**

**18. Village Matters**

18.1 Pavilion Roof  
The roof needs repair a quote has been received, but no breakdown of the work necessary. **It was resolved for the Locum Clerk to obtain further quotes to include sealing of the ridge tiles as there are gaps and cracks. Replace cracked tiles and clear away the moss.**

18.2 Dyke Issues – Football Field

**It was resolved for Cllr Wilson to get schematics of the dyke system and report back to the next meeting.**

18.3 Update on making the Tractor roadworthy.

Cllr Lucas reported that the paperwork had been achieved and sent off.

18.4 Update on the purchase of a Trailer for the Tractor.

**It was resolved not to purchase the trailer until the tractor's paperwork had been achieved to make it roadworthy.**

**19 Planning Applications and Determinations:**

*In order to reduce the number of extra ordinary meetings called, any applications which have been received by the Parish Council since the publication of the agenda and the actual meeting, will be considered at said meeting, unless the Parish Council decide otherwise. All Applications will be listed with a decision on the minutes of the next meeting.*

Applications:

23/00668/F Application for VARIATION OF CONDITION 3 AND 4 OF PLANNING CONSENT 22/01711/F - Demolition of existing west projection of property and rebuild with new construction on the same footprint. East View Farm 20 Church Road Clenchwarton

**The Chair advised that on the Borough Council website this morning this application had been withdrawn.**

Determinations:

None Received.

**20. Governance:**

20.1 Training

The Locum Clerk has training booked for late May/June. **It was resolved for the Locum Clerk to ask if neighbouring villages wish to join as previously.**

**21. Parish Poll:**

21.1 To receive update.

The Locum Clerk advised that the Borough Council are not going forward currently as they need the correct wording sent into them from Cllr Pell. Cllr Bearshaw advised that he thought the Council needed to be on firmer footing before this work was even thought about. Cllr Pell advised that the parishioners voted to have the poll and the poll should go ahead. **It was resolved for Cllr Pell to get the correct wording to the Borough Council.**

**22 Highways**

22.1 To Note latest developments from NCC Highways.

Nothing to report: **It was resolved for the Locum Clerk to get a link to the on-line reporting for NCC Highways on the website.**

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

All items were taken through the agenda.

The Locum Clerk and Councils Direct had been received.

**24. Items For Next Agenda**

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

The following item to be added to the next agenda.

Neighbourhood Plan

Code of Conduct

Signs for Park

Co-Option Policy

Five Year Plan

Booking Form for the Field

Long Term Hire Agreements

**25. Date, and Place of next meeting.**

**Parish Council Meeting Thursday 1 June 2023 at 7.00pm at Memorial Hall.**

This part of the meeting closed at 21:20pm

**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.

**26 Personnel issues**

26.1 Locum Clerk/RFO

After a lengthy discussion **It was resolved for the Locum Clerk to speak and seek further legal advice.**

26.2 Locum Clerk/RFO **It was resolved for the Locum Clerk to sort.**

26.3 Groundsmen. **It was resolved for the Locum Clerk to work out entitlements and to end and set up on payroll.**

**The meeting was closed at 9:52pm.**

## **Payment List**

|                            |                              |         |
|----------------------------|------------------------------|---------|
| Total Energies             | Streetlight Energy- April 23 | £54.67  |
| Total Energies             | Streetlight Energy- April 23 | £76.16  |
| Cllr R Lucas               | Tools                        | £263.44 |
| Norfolk ALC                | Annual Subs                  | £459.03 |
| Norfolk ALC                | Annual Website & Assistance  | £210.00 |
| King's Lynn & West Norfolk | Emptying Dog Bins            | £728.00 |
| King's Lynn & West Norfolk | Emptying Litter Bins         | £156.02 |
| HMRC                       | PAYE                         | £514.85 |
| Scribe                     | Accounts Package             | £776.40 |
| Personnel Advice & Sol     | Employment advise            | £120.00 |
| V & J Knitwear             | Cleaning Products            | £48.48  |
| Memorial Hall              | Last Year                    | £817.50 |
| Memorial Hall              | This Year                    | £45.00  |

## **ACTION POINTS**

### Cllr Pell

- Check with family re memorials left in layby.
- Get correct wording to the Borough Council re Parish Poll.

### Cllr Wilson

- Get Schematics of the Dyke System.

### Whole Council

- Obtain three quotes for shingle for the closed Churchyard Car Park.
- Measure how much hedging is required and inform the Locum Clerk.

### Locum Clerk

- Order hedging from the Woodland Trust
- Organise training re Role of the Councillor & N/Plans ask other Villages if they wish to joint train.
- New Code of Conduct Document
- Update Financial Regulations
- Update Standing Orders
- Sort Access and Signatories for Unity Bank
- Get quote and option on Tree at Memorial Hall
- Ask for CIL Payments statement from Borough Council
- Quotes to repair Pavilion Roof
- Put NCC Link on the website.
- Process and speak with HMRC.
- Sort of Personnel issues
- Undertake Invoices
- Place items on next agenda