

HONINGHAM PARISH COUNCIL

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Draft Minutes of the Parish Council meeting on Wednesday 8th June 2022, 7.00pm at Honingham Village Hall

Cllrs present:

Tony Roberts – Chair (TR), Ryan Harvey – Vice Chair (RH), Michael Eales (ME), Graham Cullender (GC), Richard Kirkham (RK), Sam Steggles (SS)

Absent:

Cllr Greg Peck (GP), Cllr Peter Bulman (PB)

Other:

Jordana Wheeler (Clerk), 9 members of the public were present.

1. To receive apologies for absence
 - 1.1. All Councillors were present. Apologies were received from GP and PB.
2. To receive any Declarations of Interest in items on the agenda and consider any requests for dispensation
 - 2.1. SS declared an interest in item 11. The Council **RESOLVED** SS could answer questions from the Council but will not partake in the vote.
3. To co-opt to the casual vacancy for Councillor
 - 3.1. The Council is now able to co-opt to the casual vacancy. There have been no expressions of interest to date. If anyone is interested in becoming a Councillor please contact the Parish Clerk for more details. TR is also speaking to a number of potential candidates.
4. To approve the minutes of the Annual Parish Meeting held on 11th May 2022
 - 4.1. The minutes of the Annual Parish meeting held on 11th May 2022 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
5. To approve the minutes of the Annual Parish Council Meeting on 11th May 2022
 - 5.1. To minutes of the Annual Parish Council Meeting held on 11th May 2022 were received and read by Councillors prior to the meeting. The Council **RESOLVED** to approve the minutes.
6. Opportunity for Public Participation
 - 6.1. It was queried why public participation was held at the beginning of the meeting and not at the end. The Clerk noted this was so the public could comment on items on the

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agenda before the Council discussed them so any comments could be taken into consideration. The resident felt the public should have the opportunity to comment after decisions have been made. TR requested public participation be moved to the end of the agenda for future meetings.

- 6.2. It was noted the junction of Dereham Road and Berrys Lane is flooding since recent works which left mounds of soil at the side of the road, preventing water run off into the ditches. It was not known who carried out the works. The Clerk will make some enquiries to see if this can be resolved.
 - 6.3. The verges at the top of Colton Road, along Mattishall Road, are overgrown again and blocking visibility at the junction. The Clerk will request the verges are cut.
 - 6.4. It was noted the poplar trees at the back of the bowling green had grown considerably and required cutting back. Quotes will be required.
7. To report on progress of matters arising from previous meetings – Information only
 - 7.1. The tyres on the field on Dereham Road are in the process of being removed.
 8. Finance – To review and approve the bank reconciliation for May 2022 and approve payments for the following:

The Clerk noted that the Council were now set up to use online banking again following the recent change of signatories. The Council considered the bank reconciliation, no queries were raised. The Council **RESOLVED** to approve the payments.

	Description	Payment Type/Cheque Number	amount
8.1	Zurich Ltd – Insurance 2022-23	BACS	£496.32
8.2	Sandra Lain – Internal Audit 2021-22	BACS	£50.00
8.3	Jordana Wheeler – Salary & Expenses May 2022	BACS	£85.34

9. To consider matters in relation to the annual audit for financial year 2021-22
 - 9.1 To consider the Internal Auditors report for the financial year ending 31 March 2022 and consider recommendations
 - 9.1.1 The Clerk explained the audit process and praised how thorough the auditor had been and recommended using her next year. The Council considered each recommendation from the report and any action required.
 - 9.1.2 The adjustments to the expenditure list recommended have been made and published, these were due to a typo, overall figures were correct.
 - 9.1.3 The Council will implement a new process for recording bi-weekly play area inspections.

ACTION – Clerk to speak to play area inspector for a recommended check list.

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- 9.1.4 As the Clerk is due to change in the next few months it was suggested the Council verify with the new Clerk that they have appropriate insurance cover for working from home.
 - 9.1.5 The current Clerk is leaving therefore the Council have noted the requirement for an annual appraisal and will carry one out, when appropriate, with the new Clerk.
 - 9.1.6 Insurance recommendations are being considered under item 10.
 - 9.1.7 The Clerk recommended updating the Reserves Policy in September, prior to beginning the budget setting.
 - 9.1.8 The Website Accessibility policy will be updated.
 - 9.1.9 Recording of S137 payments in the minutes was noted and would be ongoing as required.
 - 9.1.10 TR thanked the Clerk for her work on completing the audit.
- 9.2 To agree the accounts for the financial year ending 31 March 2022
- 9.2.1 The Clerk summarised expenditure against the budget. Overall income was £8840, lower than predicted due to CIL money being paid later than anticipated. Overall expenditure was £7658, 87% of the precept.
 - 9.2.2 Areas of overspend included general village maintenance, this was covered by the underspend on grass cutting at the bowling green. Areas of underspend included hall hire, due to some meetings still being held virtually earlier in the year, withholding the donation to the Parish Pump, and no training being undertaken. £565 of unspent play area maintenance fund has been transferred to a new reserve for replacement play equipment.
 - 9.2.3 The Clerk noted the general reserves were now higher than the precept and the Council should consider reallocating some of this to other projects such as the replacement play equipment.
 - 9.2.4 VAT is to be reclaimed, this must be greater than £100 to claim and is dependent on when larger invoices are paid. Including reserves, the closing balance was £21,254. The Clerk noted this figure was already out of date due to a large amount of CIL received in April.
 - 9.2.5 RK queried the election costs and computer costs reserves, the Clerk explained the purpose of these. The Council had no further queries and **RESOLVED** to approve the accounts for 2021-22.
- 9.3 To consider the assertions on, and complete, the Annual Governance Statement 2021-22 and to authorize the Clerk and Chairman to sign
- 9.3.1 The Council considered the Annual Governance Statement and suggested answers. The Council **RESOLVED** to approve the Annual Governance Statement. The Clerk and Chairman signed the form.
- 9.4 To consider and approve the Accounting Statements 2021-22 and to authorize the Chairman to sign
- 9.4.1 The Clerk summarised the Accounting statement and noted why the figures are different to the budget comparison considered, noting the requirement to record figures under different groupings for the Statement and the inclusion of VAT. The Council **RESOLVED** to approve the Accounting Statement. The Chairman signed the form.

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9.5 To consider whether to exempt the Council from an external audit and if so to authorize the Clerk and Chairman to sign the form

9.5.1 The Clerk noted the annual income and expenditure where both less than £25,000 making the Council eligible to declare themselves exempt from external audit. The Clerk noted the Council is not expected to be exempt next year due to the amount of CIL received and will likely be subject to an additional external audit. The Council **RESOLVED** to declare themselves exempt from external audit. The Clerk and Chairman signed the form.

10. To ratify the insurance cover for 2022-23

10.1. The Council considered quotes. TR queried if the 3-year agreements available gave a fixed quote for that period. The Clerk confirmed this only provided a % discount off the price as any renewal cost will be dependent on the assets and requirements at the point in time. If new play equipment were installed the insurance costs could go up. The Council **RESOLVED** to renew with Zurich for 1 year only.

10.2. The internal auditor recommended considering Business Interruption cover and Cyber Liability cover. As the Council has no other income apart from the precept they do not require Business Interruption cover. The Council felt they needed a greater understanding of what protection Cyber Liability cover provided and will investigate this further with the view to considering this for 2023-24. This is likely to increase insurance costs.

11. To consider an application to the Council Grant Scheme

11.1. SS has submitted an application for a £1000 grant from the scheme to help fund a new defibrillator which will be sited at The Goat Shed. The Goat Shed will be responsible for the ongoing maintenance, costs and insurance of the defibrillator once installed. The Clerk noted there was currently £950 in the Grant Scheme fund, the scheme is intended to make grants of £250 per application.

11.2. Councillors considered options for the amount to donate. They were keen to support the application but wanted to retain some of the fund for future applications. The Council **RESOLVED** to make a grant of £250 to The Goat Shed towards the installation of a defibrillator.

12. To consider options for the future of the Bowling Green and Play Area

12.1. TR was keen to hear residents' ideas of how to develop the bowling green. The land was gifted to the parish for recreational use and should be retained for that use. It is not currently known if any further CIL money will be received which could be put towards the project. RH will use the community facebook page to request ideas.

12.2. TR was keen to have an events committee in the future to arrange more community events, GC noted the bowling green is a good space for this type of event. SS felt this matter had been discussed on multiple occasions and urged Councillors to make a decision and move forward.

12.3. The Council **RESOLVED** to install a fence around the bowling green to make it safe, remove the fence between the playing field and bowling green and create a safe

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access between the 2 areas. Additional picnic benches (6 dependant on cost) will be installed. Decisions on the future of the play equipment will be made once the annual play area inspection has been received.

ACTION – obtain quotes for picnic benches.

13. To consider and agree how to spend CIL

- 13.1. The Council **RESOLVED** to use the CIL money to make improvements at the bowling green. If there is any unspent CIL following this TR would like to obtain suggestions from residents on how to spend the CIL for the benefit of the community.

14. To discuss residents concerns about speeding traffic on Hall Drive

- 14.1. There has been an increase in traffic along Hall Drive, particularly delivery drivers. Sat Navs also use the route despite it not being suitable. It was suggested that additional speed signs were installed however the road is a Private Road therefore only the landowner has the power to install these. Concerned residents should speak directly to the landowner.

- 14.2. As the road leads off the triangular junction off The Street, it was suggested there could be improved signage on the approach to Hall Drive.

ACTION – Clerk to write to Norfolk County Council raising concerns and requesting improved speed signs on the triangular junction.

15. To consider a response to the following planning application:

- 15.1. Application 20220770 – Extensions, alternations & new garage, Brittons Grove, Colton Road, Honingham
It was noted no objections from neighbours had been submitted. The Council **RESOLVED** they had no objections to application 20220770.

16. To agree a location for the installation of the blue pandemic recognition plaque

- 16.1. The plaque will either be erected in the village hall or the phone box.

17. Correspondance

- 17.1. Norwich Western Link Project Update – Alternations to the route are still being considered and have been delayed until the start of July.

The Chairman allowed an extra public participation session to take place.

- 17.2. A resident complained about the cheap and flimsy nature of the traffic mirror on the drive to the village hall.

- 17.3. A resident queried why the Council has got such large reserves, including money set aside for an election which will never happen. The Clerk explained the election process and potential costs if a bi-election took place. TR noted a large amount of maintenance required in the village. Funds allocated to this accounted for a proportion of the increase to the precept. Previously funds spent on maintenance did not cover

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everything needed. The CIL money held can only be spent on improving infrastructure and cannot be used to reduce the precept.

18. To confirm details of the next meeting

18.1. The next Parish Council meeting will take place at Honingham village hall on Wednesday 13th July 2022, 7.00pm. The press and public are welcome to attend.

19. To pass a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public for the following confidential items:

The Council **RESOLVED** to exclude the press and public to discuss a staffing matter. The public meeting closed at 8.15pm.

19.1 To discuss matters relating to the recruitment of the Parish Clerk

19.1.1 The Council considered applications and arrangements for interviews. TR, SS and RH will be in the interview panel, interviews will be at the Goat Shed. The Clerk will prepare the documentation.

The confidential meeting closed at 8.30pm.

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