

ASHWELLTHORPE AND FUNDENHALL PARISH COUNCIL

Draft Minutes of Meeting held on Tuesday 16th May 2023 at 7pm
Meeting held at Thorpe Hall Ashwellthorpe

Present: J Ives (Chair)
C Legget
S Allen
R Burridge
M Williams

A Arber (Clerk)

Three members of the public including District Councillor I Spratt

1) Election of Chairman

It was agreed to appoint Cllr Ives as Chairman, Cllr Ives signed the Declaration of Acceptance of Office. All agreed

2) Election of Vice Chairman

It was agreed to appoint Cllr Leggett as Vice - Chairman, Cllr Leggett signed the Declaration of Acceptance of Office. All agreed

3) To receive the acceptance of Office forms from all councillors

These were duly received and witnessed by The Clerk

4) To receive the Register of Interests forms from councillors

Cllr Williams and Leggett had provided these for the clerk and the clerk commented that as the link sent recently all register of interest's forms must be done on line and emailed to the clerk asap

5) Apologies for Absence

Apologies were noted from Cllr Engamba.

Chair.....

11) Matters Arising from previous Minutes,

a) Speed Awareness Machines and Faults

Cllr Williams is still trying to get the batteries and chargers to charge the battery but the charge is limited.

12) Finance

a) Payments Since Last Meeting None.

b) Payments for Agreement

The following payments were agreed:

A Arber	April salary	£415.57
HMRC	Tax and NI	£211.33
Viking	Stationery	£105.30
S Blythe	Internal Audit	£55.00
Viking for Coronation event	Laminate sheets	£20.32
Mardens gardens	Grass cutting	£127.60
J Ives	Coronation items	£85.50
BHIB	Parish Insurance	£571.12
J Ives	Coronation items	£61.89

c) Receipts since the Last Meeting:

South Norfolk Council	CIL payment	£3182.47
South Norfolk Council	Precept payment	£5256.59
HMRC	VAT Refund	£3409.24
Mrs Burke	Coronation event Donation	£50.00
Thorpe Hall	Coronation event Donation	£20.00

Proposed: Cllr Allen

Seconded: Cllr Williams

d) Financial Position as of 1st May 2022

Community Account:	£13739.26
Business Account:	£3455.19
Total	£17194.45

The Chair signed the bank statements as a true record of this minute.

e) Internal Audit Report

This had been received from S Blythe, it was noted that there were 2 issues raised.

1. It was to name all the policies when updating in the minutes

Chair.....

2. To name the contractor for the Playground construction which was Ngf Play and to ensure when these big contracts are undertaken that this is always applied

3. Play Area contractor

The clerk then commented that due to the short length of time we had to get the project moving all councillors looked at the quotes via email and agreed with NGF Play as our contractor for this project.

The clerk was thanked for his work on this and congratulated by the chair

f) To update the bank signatories for 2023-24

The clerk along with Cllrs Leggett and Allen had completed the mandate to add Cllr Allen and Cllr Leggett onto the bank signatories along with taking off old signatories This has been done and forms returned to Barclays by post today by the clerk.

Signatories for 2023-24

J Ives

M Williams

C Leggett

S Allen

g) To agree the Parish Insurers and agree a 3-year Long Term Agreement

The clerk commented that Gallaghers had quoted £1038.59 for this year's policy and the clerk had also contacted BHIB who had quoted £596.77 with a 3-year Long Term agreement price of £571.12 and both policies had been checked by Cllr Leggett and the clerk and it was agreed to go with the 3-year Long Term agreement with BHIB.

Cllr leggett commented that this is a great price and a good product under the current market conditions.

Proposed' Cllr Allen

Seconded: Cllr Leggett

Clerk to action asap and contact both to say we are going with BHIB on the 3-year LTA asap.

13) Update on Thorpe Hall and other issues.

a) Thorpe hall

No report

b) Footpaths

No report

c) Village maintenance

Simon has done a great job with the benches and that around the pond are and the chair thanked him for his great work. The green at the pond has been cut today and the inside of the pond needs doing via a strimmer and a question was raised on whether we get a landscape company to look at the area get it looking nice and then look at the prospect of keeping it looking

Chair.....

nice with regular cuts. It was thought it should be cut twice a month and the worries that the machine is not up to the standard it should be. The clerk made comment around Garden landscape Services at Wacton are looking to increase their advertising and maybe a service we could utilise.

d) Community speed watch

Norfolk Constabulary have asked for their equipment back due to the lack of activity for 3 years and some of the people that volunteered have not returned their paperwork and there is a thought that the conflict resolution modules have caused them to no longer wish to continue. Cllr Williams also felt that maybe due to his own health issue there has been a lack of committed people to volunteer to engage with then scheme.

It was asked if the clerk could get access to the speed watch data from the police and the clerk will look at this and contact the police

The council is looking at purchasing a new SAM 2 machine to be used at the sites the old speed capture signs that do not work at present. The cost from Westcotec is £2940.00 excluding vat and we would go for the Bluetooth capture unit at an extra £379 excluding vat totalling £3329 excluding vat.

Proposed: Cllr Leggett Seconded: Cllr Williams All agreed

e) Coronation event report

This was highly successful event and everyone that attended really enjoyed the afternoon. Chair jacqueline ives and the volunteers did an amazing job on the event

f) Allocation of Roles

Jacqueline Ives	Chair
Simon Allen	Maintenance and Fundenhall Representative
Serge Engamba	Footpath warden and Defibrillators
Chris Leggett	Vice chair and Planning
Roy Burridge	Fundenhall representative
Gus William	Speeding

g) Defib Training

The clerk has had a reply from St Johns and await dates that they will provide for us to run the training

14) Correspondence.

Internal audit report received

Internal audit delivered and collected and all okay

Planning applications as detailed above

Defib Training emails from St Johns Ambulance but as yet no date confirmed

Insurance quote from Gallaghers

Insurance quote from BHIB

Quote for SAM 2 machine from Westcotec

Chair.....

Email from monitoring officer on new to do register of interests online and email to the clerk

As above sent to all councillors

Calls and emails from Barclays to get new signatories on the bank account and take off old ones

Mandate completed and sent to Barclays by first class post today

Thorpe hall bookings noted

Community champion letter sent in

Precept payment received

HMRC payment received

CIL payment received

Mrs Burke donation received for coronation

Thorpe hall £20 donation received for coronation

Training emails from NPTS sent round

C Leggett Booked on chairs training on 29th June

Council agreed to pay a quarter of the clerk's costs for Attendance at Clerks National Conference along with other 3 councils

15) Items for the Next Meeting:

- Policies update.
- Barry Duffin Plaque.
- Memorial trees.
- Speed watch.
- Casual vacancy

16) Date and Place of the Next Meeting:

20th June 2022 at Fundenhall Church at 7pm

Meeting closed 8pm

Chair.....