

Strumpshaw Parish Council

Minutes

Annual Parish Council Meeting held at 8.00 pm on Tuesday 16 May 2023 at Strumpshaw Community Hall, Mill Road, Strumpshaw, NR13 4FS.

Present: Sheila Ashford, Michael Green, Martin Kentish, Paul Kitley, Tina McAulay and Martin (Olly) Page.

In attendance: Tanya Rowlandson (Clerk), District Councillors Jan Davis and Eleanor Laming, Sarah Cartwright (CHC Chairman), Hilary Hammond (BWPC Chairman) and four members of the public

1. Welcome and apologies for absence.

Sheila Ashford (outgoing Chairman) opened the meeting.

Apologies for absence were received from Stuart Blyth.

2. To elect the Chairman of the Council.

Paul Kitley proposed Michael Green for Chairman, Martin Kentish seconded the proposal. As no other nominations were received a unanimous vote elected Michael Green as Chairman.

MG signed the Chairman's Declaration of Acceptance of Office.

MG thanked Sheila Ashford for her many years' service as a parish councillor and her terms of office as Chairman for Strumpshaw Parish Council. He applauded her stamina, having first joined the parish council in 1967 and latterly rejoined in her nineties; and he commented that this aligns well with being 'normal for Norfolk' ... the oldest parish councillor on record in England being a gentleman from Caister who was still serving his community at the age of 102 years.

3. To elect a vice chairman.

No nominations were received for vice-chairman, it was agreed to defer this to the next council meeting in July and at the same time discuss the option of whole council training with either Norfolk Association of Local Councils or Norfolk Parish Training & Support.

4. All councillors present signed their declarations of acceptance of office.

5. Declarations of interest in any items on the agenda.

None received.

6. Minutes of the previous meeting.

It was resolved to approve the Minutes of the Parish Council meeting held on 7 March 2023. The minutes were signed by the Chairman (MG) at the end of the meeting.

7. Suspend standing orders for public participation and receipt of reports from County and District Councillors.

No County Councillor report was received in Cllr Andrew Proctor's leave of absence.

District Cllr Laming highlighted key items from her and District Cllr Davis's report (copy attached with these minutes).

Cllr Laming asked if SPC would be prepared to join other local parish councils in a signed letter for the reinstatement of the Postwick Park and Ride Site. All councillors present were in agreement for the parish council to be a named signatory to letters to the Eastern Daily Press, Jerome Mayhew MP for Broadland and Mark Harper MP Secretary of State for Transport, County Councillors: Kay Mason Billig, Graham Plant and Lana

Hempsall.

Public Participation:

MOP enquired if there was any update from Anglian Water and Norfolk County Council in respect of the flooding issues at The Huntsman. The clerk will email requesting an update for the next meeting.

MOP brought up the continued state of the footpath at Barn Hill, however the recent heavy downpours have made this difficult to cross the field. The clerk will log this on the Norfolk County Council website:

<https://www.norfolk.gov.uk/roads-and-transport/roads/report-a-problem#prowicons>
(which can also be used by any member of the public).

MOP voiced their concerns for the future viability of the Parish News magazine that is delivered quarterly to each household and stressed that it was an important communication tool with those who do not use social media. Regular, key information provided by the magazine includes news from the two parish councils (Lingwood and Strumpshaw) and the four parish churches (Buckenham & Hassingham, Lingwood, South Burlingham and Strumpshaw). Cllr MK offered to assist the editor (SC) and set up a meeting to explore other avenues of income, the parish council would need to discuss financial implications in November when agreeing the budget and precept requirements for the next financial year 2024/25.

MOP voiced their concerns “that it was vitally important the existing boundaries in the Strumpshaw Neighbourhood Plan be maintained when reviewed, so no change should be envisaged. Sub-division and in filling may continue. The land on the corner of Mill Road and Norwich Road is a case in point: to avoid ribbon development this should remain ‘green’ land”.

8. Community Hall Committee operational update.

SC presented the CHC update (see attached)

Recent storm damage to roof tiles and a broken window: the roof tiles will be repaired this coming Saturday, awaiting two quotes for the broken window replacement.

9. Buckenham Wood Project Committee update.

HH advised trying to organise a date in June for the next meeting to discuss project plans for the remaining balance of approximately £5,000 from the Green Infrastructure Fund grant.

MK suggested a pond area. HH advised the costs for a pond liner, impact on the PC insurance policy and the health and safety requirements for a lifebelt ring would be in excess of the remaining funds available.

10. NALC Model Standing Orders 2018 (England) – updated April 2022.

Both the clerk and Internal Auditor had identified that SPC’s standing orders had not been reviewed or updated since adoption in 2015.

It was unanimously resolved to adopt the National Association of Local Councils (NALC) Model Standing Orders 2018 (England) as updated April 2022.

11. Allotments.

MK advised the meeting that 4 councillors inspected the allotments on 29 April 2023, generally the plots were cultivated and looked after. Council will need to monitor the provision of water, should the underground storage tank run dry again this year. Replacing with a larger capacity tank would be very expensive.

Plot 3 has become vacant and will be offered to the current tenant of plot 6. Plot 6 which is the half plot will be offered to the person at the top of the waiting list.

12. Appointments to Buckenham Wood Project Committee and Community Hall Committee.

It was unanimously resolved that there would be no changes in the existing appointments.

BWPC membership:

Hilary Hammond (Chairman), Alasdair Fraser, Michael Green (PC,) Maureen Hammond Ernest Hoyos. (2 x vacancies)

CHC membership:

Sarah Cartwright (Chairman), Mark Hopkins, Bob Hunt, Lynda Hunt, Tina McAulay (PC) Rod McBride and Sophie West.

13. Bank Account Signatories.

13.1. It was unanimously resolved to remove Sheila Ashford and Paul Dexter from the Santander business current account and savings account.

13.2. It was unanimously resolved that Martin Page and Tanya Rowlandson continue as bank signatories.

13.3. It was unanimously resolved that Michael Green as Chairman be added to the bank signatories list.

13.4. It was unanimously resolved to defer a second new bank signatory to July's meeting, when a vice-chairman may also be elected.

14. Changing the parish council website to a WIX hosted site.

The clerk presented the meeting with Steve Jackman's proposal to build a new WIX website and provide the clerk with half day one to one training, at a cost of £315 (copy attached with these minutes). The Community Hall has a WIX website. The clerk advised council that the general reserves would need to fund this as no current budget provision, should council agree to proceed and change website hosts. Meanwhile, to potentially buffer accessing the general reserves, the clerk will submit a grant application to the Strumpshaw Trust for their consideration.

Tina McAulay proposed that council proceed with Steve Jackman's proposal to build a WIX site and Martin Kentish seconded the proposal. It was unanimously resolved that the parish council instructs Steve Jackman to proceed with a new website for SPC.

15. Correspondence:

15.1. Lingwood & Strumpshaw Parish News Magazine request for financial assistance towards printing and productions costs - see public participation. Cllr Davis mentioned the South Norfolk and Broadland Pride in Place and possibility of a community grant?

15.2. Lingwood duathlon 24 September 2023 publicity.

15.3. South Norfolk and Broadland Councils Neighbourhood Plan Network Meeting - Reviewing Neighbourhood Plans 28 June 2023. MK and TR to attend this online meeting.

16. The Internal Audit report and end of year accounts for 2022/23 had been circulated to all Councillors. Copies attached with these minutes.

The Internal Auditor highlighted:

a. Strengthening the general reserves over the next couple of years (£800 at 31/03/23).

b. S137 is correctly used to make payments, for example the PCC and BADCOG grants will be separately recorded within the minutes and accounts in future, as directed by NALC: "-As Councillors are collectively expressing an opinion as to the commensurate local benefit, the expenditure under section 137 must be properly authorised by resolution. -Pursuant to s.137 (7), a separate account must be kept of expenditure under the section.

c. Transparency Codes are in place for authorities with turnover of under £25k or over £200k. For those in between, it is best practice to follow the one you are closest to, in your case under £25k. In order to meet this, you need to upload information on any land you own, such as the woods and allotments. In addition, payments over £100 need to be published. Whilst detailed financial reports are uploaded to the website, due to the formatting on the website it isn't currently possible to see the amounts. The clerk is therefore going to start producing the report differently, which will show the payments being authorised and meet the criteria.

16.1. Tina McAulay proposed, and Paul Kitley seconded that the accounts for year end 31 March 2023 and the internal auditor's report for the year 2022/23 be approved. It was unanimously resolved to accept the internal audit report and approve the accounts for the year end 31 March 2023.

16.2. Tina McAulay proposed and Paul Kitley seconded that the Section 1 Annual Governance Statement Year 2022/23 be approved for signing by the Chairman. It was unanimously resolved that Council approves and that the Chairman signs the Section 1 Annual Governance Statement. Michael Green signed the Section 1 Annual Governance Statement for 2022/23 at the meeting.

16.3. Tina McAulay proposed and Paul Kitley seconded that the Section 2 Accounting Statements 2022/23 be approved for signing by the Chairman. It was unanimously resolved that the Chairman signs the Section 2 Accounting Statements 2022/23. Michael Green signed the Section 2 Accounting Statements for 2022/23 at the meeting.

17. The finance reports listing payments awaiting authorisation and income received, bank reconciliations and reserves balances were circulated to all Councillors - copies attached with the minutes.

Martin Kentish proposed and Paul Kitley seconded to accept the finance reports and approve the payments. It was unanimously resolved to accept the finance reports and approve the payments and income received. TM and MP signed the reports at the end of the meeting.

18. Planning Application Number 2023/1173
The Old Rectory School Road Buckenham Norfolk NR13 4HE. Installation of ground mounted solar panels and air source heat pump.

It was unanimously resolved to support this application and recommend approval.

19. Date of next meeting:
Tuesday 18 July 2023 7:30 pm.

20. Meeting closed at 9:10 pm.

Approved

Chairman:

Date:

Strumpshaw Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3	CH Cleaner	03/04/2023		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
1	PCA Training	03/04/2023		Santander Business A		training	Norfolk Association of Local C	S	250.00	50.00	300.00
2	PCA Subscriptions	03/04/2023		Santander Business A		Subscription Admin	Norfolk Parish Training & Sup	X	116.50		116.50
5	CH Misc Equipment Replacen	07/04/2023		Santander Business A		Grounds and fencing	Bob Hunt	S	3.74	0.75	4.49
5	CH outside maintenance	07/04/2023		Santander Business A		Grounds and fencing	Bob Hunt	X	81.99		81.99
6	PCA Internal Audit Fee	08/04/2023		Santander Business A		Internal Financial Audit	SB Auditing	E	90.00		90.00
7	CH Cleaner	09/04/2023		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
4	CH Broadband	14/04/2023		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
9	CH Fire Alarm & Em Lighting	15/04/2023		Santander Business A		Fire Alarm	1st Class Fire Protection Luir	S	194.00	38.80	232.80
8	PCA Subscriptions	15/04/2023		Santander Business A		Subscription Admin	Norfolk Association of Local C	X	10.00		10.00
10	CH Cleaner	18/04/2023		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
11	BWD Green Infrastructure gr	20/04/2023		Santander Business A		Broadland DC Green Infrastruc	Norwich City Council	S	4,730.22	946.04	5,676.26
12	CH Cleaner	23/04/2023		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
16	CH Electricity	27/04/2023		Santander Business A		Electric Bill	EDF	L	20.81	1.04	21.85
15	PCA Clerk Pension	28/04/2023		Santander Business A		Pension	Norfolk Pension Fund	X	122.71		122.71
14	PCA Clerk Salary	28/04/2023		Santander Business A		PAYE	HMRC	X	79.80		79.80
13	PCA Mileage	28/04/2023		Santander Business A		Salary	Tanya Rowlandson	X	12.45		12.45
13	PCA General Administration f	28/04/2023		Santander Business A		Salary	Tanya Rowlandson	X	6.09		6.09
13	PCA Clerk Salary	28/04/2023		Santander Business A		Salary	Tanya Rowlandson	X	320.08		320.08
19	CH Air Source Heat Pump Se	01/05/2023		Santander Business A		Misc	R.A.Brown Heating Services I	E	125.00		125.00
18	CH Cleaner	01/05/2023		Santander Business A		Cleaning	Marie Head	X	25.00		25.00
17	CH Sewerage	05/05/2023		Santander Business A		Sewage	Wave	X	93.31		93.31
20	PCA Subscriptions	06/05/2023		Santander Business A		Subscription Admin	Norfolk Association of Local C	X	10.00		10.00
21	PCA Subscriptions	06/05/2023		Santander Business A		Subscription Admin	Norfolk Association of Local C	X	192.24		192.24
22	CH Broadband	15/05/2023		Santander Business A		Broadband	Plusnet	S	24.06	4.81	28.87
Total									6,632.06	1,046.25	7,678.31

Strumpshaw Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
7	PC Bank Interest Income	02/04/2023		Santander Savings Ac		Interest	Santander	X	94.32		94.32
1	CH Deposit - Ad hoc Users	03/04/2023		Santander Business Ar		Hall Hire fees	Strumpshaw Brownies	X	-100.00		-100.00
2	CH Deposit - Ad hoc Users	03/04/2023		Santander Business Ar		Hall Hire fees	Charlotte McClure	E	50.00		50.00
3	CH Deposit - Ad hoc Users	04/04/2023		Santander Business Ar		Hall Hire fees	Philippa Southall	E	50.00		50.00
3	CH Hire Charges - Ad Hoc Us	04/04/2023		Santander Business Ar		Hall Hire fees	Philippa Southall	E	45.00		45.00
4	CH Hire Charges - Regular U:	05/04/2023		Santander Business Ar		Hall Hire fees	Tai Chi 4 Health	E	13.00		13.00
4	CH Hire Charges - Regular U:	05/04/2023		Santander Business Ar		Hall Hire fees	Tai Chi 4 Health	E	13.00		13.00
4	CH Hire Charges - Regular U:	05/04/2023		Santander Business Ar		Hall Hire fees	Tai Chi 4 Health	E	13.00		13.00
5	Allotment rental income	06/04/2023		Santander Business Ar		Allotment rental	Tonia Jillings & Richard Palm	X	14.00		14.00
6	Allotment rental income	07/04/2023		Santander Business Ar		Allotment rental	Stephens Trevors	X	14.00		14.00
9	CH Hire Charges - Regular U:	11/04/2023		Santander Business Ar		Hall Hire fees	Pam Horrex	E	13.00		13.00
9	CH Hire Charges - Regular U:	11/04/2023		Santander Business Ar		Hall Hire fees	Pam Horrex	E	13.00		13.00
9	CH Hire Charges - Regular U:	11/04/2023		Santander Business Ar		Hall Hire fees	Pam Horrex	E	13.00		13.00
8	Allotment rental income	13/04/2023		Santander Business Ar		Allotment rental	Jamie Gilroy	X	14.00		14.00
10	CH Deposit - Ad hoc Users	16/04/2023		Santander Business Ar		Hall Hire fees	Charlotte McClure	X	-50.00		-50.00
11	CH Deposit - Ad hoc Users	18/04/2023		Santander Business Ar		Hall Hire fees	Brundall Twinning Associatioi	E		-50.00	-50.00
12	CH Hire Charges - Regular U:	21/04/2023		Santander Business Ar		Hall Hire fees	Wensum Arts	E	32.50		32.50
12	CH Hire Charges - Regular U:	21/04/2023		Santander Business Ar		Hall Hire fees	Wensum Arts	E	32.50		32.50
12	CH Hire Charges - Regular U:	21/04/2023		Santander Business Ar		Hall Hire fees	Wensum Arts	E			
12	CH Hire Charges - Regular U:	21/04/2023		Santander Business Ar		Hall Hire fees	Wensum Arts	E			
12	CH Hire Charges - Regular U:	21/04/2023		Santander Business Ar		Hall Hire fees	Wensum Arts	E	32.50		32.50
12	CH Hire Charges - Regular U:	21/04/2023		Santander Business Ar		Hall Hire fees	Wensum Arts	E	32.50		32.50
15	CH Hire Charges - Ad Hoc Us	22/04/2023		Santander Business Ar		Hall Hire fees	Natalie Hall	E	28.16		28.16
15	CH Hire Charges - Ad Hoc Us	22/04/2023		Santander Business Ar		Hall Hire fees	Natalie Hall	E	-0.03		-0.03
13	Allotment rental income	22/04/2023		Santander Business Ar		Allotment rental	Maxine Ribbands	X	7.00		7.00
14	Allotment rental income	22/04/2023		Santander Business Ar		Allotment rental	Sam Lynn & Kayleigh Pye	X	14.00		14.00
17	CH Deposit - Ad hoc Users	23/04/2023		Santander Business Ar		Hall Hire fees	Philippa Southall	E	-50.00		-50.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00
16	CH Hire Charges - Regular U:	23/04/2023		Santander Business Ar		Hall Hire fees	Gigglefit	E	26.00		26.00

Strumpshaw Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
16 CH Hire Charges - Regular U:	23/04/2023		Santander Business A		Hall Hire fees	Gigglefit	E	13.00		13.00
16 CH Hire Charges - Regular U:	23/04/2023		Santander Business A		Hall Hire fees	Gigglefit	E	13.00		13.00
16 CH Hire Charges - Regular U:	23/04/2023		Santander Business A		Hall Hire fees	Gigglefit	E	13.00		13.00
16 CH Hire Charges - Regular U:	23/04/2023		Santander Business A		Hall Hire fees	Gigglefit	E	13.00		13.00
16 CH Hire Charges - Regular U:	23/04/2023		Santander Business A		Hall Hire fees	Gigglefit	E	13.00		13.00
18 CH Hire Charges - Regular U:	26/04/2023		Santander Business A		Hall Hire fees	Yare Folk	E	26.00		26.00
18 CH Hire Charges - Regular U:	26/04/2023		Santander Business A		Hall Hire fees	Yare Folk	E	26.00		26.00
18 CH Hire Charges - Regular U:	26/04/2023		Santander Business A		Hall Hire fees	Yare Folk	E	26.00		26.00
18 CH Hire Charges - Regular U:	26/04/2023		Santander Business A		Hall Hire fees	Yare Folk	E	26.00		26.00
19 PC Precept Income	28/04/2023		Santander Business A		Broadland DC precept	Broadland District Council	X	5,825.00		5,825.00
21 CH Hire Charges - Regular U:	01/05/2023		Santander Business A		Hall Hire fees	Tai Chi 4 Health	E	13.00		13.00
21 CH Hire Charges - Regular U:	01/05/2023		Santander Business A		Hall Hire fees	Tai Chi 4 Health	E	13.00		13.00
20 CH Hire Charges - Regular U:	03/05/2023		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.75		9.75
20 CH Hire Charges - Regular U:	03/05/2023		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.75		9.75
20 CH Hire Charges - Regular U:	03/05/2023		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.75		9.75
20 CH Hire Charges - Regular U:	03/05/2023		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.75		9.75
20 CH Hire Charges - Regular U:	03/05/2023		Santander Business A		Hall Hire fees	Strumpshaw Brownies	E	9.75		9.75
22 CH Hire Charges - Regular U:	04/05/2023		Santander Business A		Hall Hire fees	Pam Horrex	E	13.00		13.00
22 CH Hire Charges - Regular U:	04/05/2023		Santander Business A		Hall Hire fees	Pam Horrex	E	13.00		13.00
22 CH Hire Charges - Regular U:	04/05/2023		Santander Business A		Hall Hire fees	Pam Horrex	E	13.00		13.00
23 CH Deposit - Ad hoc Users	05/05/2023		Santander Business A		Hall Hire fees	Emma Appleton	E	50.00		50.00
Total								6,678.20	-50.00	6,628.20