

**Minutes of the Meeting of Stiffkey Parish Council held on
Monday 22nd May 2023 at 7.19pm at Stiffkey Village Hall**

Present: Alexandra Hooper (Chairman for item 1)
Paul Claydon
Jane Hiscocks
Philip Harrison
Rocky Husain
Jamie Lawrence
Martin Williams (Chairman from item 2)
Kerrie Wilton, Locum Clerk

Also present: District Councillor Victoria Holliday, County Councillor Michael Dalby and 5 members of the public.

1. Election of Chairman

Martin Williams was proposed as Chairman by Jamie Lawrence, seconded by Jane Hiscocks. Alex Hooper proposed herself as Chairman, seconded Rocky Husain.

Rocky requested that both candidates were asked three questions; Q1 what will they bring to the role? Q2 What have you achieved? Q3 What is your ambition for the Parish Council for the next 4 Years?

Martin's responses were; Q1- he would improve communication in the village as to the Parish Councils activities, introduce sub-committees & be more pro-active. Q2 He has already been proactive in establishing highways & footpath responsibilities, cleared vegetation, reported road defects. Q3 He wished for the Parish Council to be seen as a success by all residents, he also is retired so he has a lot of time on his hands.

Alex's responses were; Q1 I have already been established in the role, I have been solely responsible for the parish council's day to day matters, been extremely hands on. Q2 She has been significantly involved in the setting up of the Community First responders, fund raising, attending meetings on behalf of the Parish Council as well as the local police SNAP meetings, she has been instrumental in street lighting & the SAM2 (road speeding safety). She considers that she is an independent, fair, open & honest person. Q3 She wished to continue the successes achieved so far and raise more awareness of Community First responders & the need for them.

Following a vote, Martin Williams was elected by 4 votes (Martin Williams, Jane Hiscocks, Jamie Lawrence, Paul Claydon) to 3 votes for Alex (Alex Hooper, Rocky Husain, Phil Harrison). The Declaration of Acceptance of Office was signed.

2. Election of Vice Chairman

Jamie Lawrence proposed Phil Harrison, who declined to be considered, Phil Harrison proposed Jamie Lawrence, who declined. Alex Hooper and Rocky Husain also said that they did not wish to be considered for the role. A resident asked what did the role involve and why did none of them want it, it was explained that the role was covering the Chairman in their absence and any other matters pertaining to the Parish Council, the resident tried to rally those present to step forward and no-one did. It was agreed that this would be carried forward to the next meeting.

ACTION: Clerk

3. Registers of Interest

Councillors were reminded that they should return their Register of Interests form by 6th June 2023.

4. Apologies for Absence

None.

5. Public Forum

a) Public

A question asked regarding what the vice-chairman does within the PC, Martin Williams advised that they would be required to cover him in his absence or take other roles as required.

b) County Councillor

Michael Dalby's report had been given in the Annual Parish Meeting.

c) District Councillor

Victoria Holliday reported that North Norfolk District Council were working with a new Cabinet, their aims of net zero carbon and that three beaches hold blue flag status, however some had lost theirs due to recent sewage releases into the sea.

6. Declaration of Interest for items on the agenda

None.

7. Minutes of the meeting held on Friday 31st March 2023

The minutes of the meeting were **agreed**, proposed by Alex Hooper, seconded by Phil Harrison, all in favour, and were signed by the Chairman.

8. Matters Arising from the Minutes

a) Footpaths and Access Points

No update available.

b) Update on National Trust Bridge

The Chairman advised that there has been an update this morning that has been circulated to councillors. They had determined the specification which had been sent to three companies, with a brief of what they wanted (20M long to mitigate erosion, mostly timber but possible steel supporting). Topographical surveys would be used and they were engaging with various agencies, hopefully a further update would come next month. A member of the public offered to share to his Facebook page as well as on the Noticeboards, Website & Village Facebook pages.

Alex requested that feedback should be given to National Trust that the bullet points are not sufficient and that the timescale appears unrealistic. If the surveys had not yet been carried out, how could they obtain quotes? The Chairman to work with the Clerk to formulate a draft response which would be circulated to the councillors before submission.

ACTION: MW / Clerk

9. Planning

a) New Applications

None.

b) Applications considered between meetings

None.

- c) Decision
PF/23/0335 Highfield, 60 Wells Road: Erection of new Padel Court and enclosure in garden (previously approved as tennis court). **APPROVED**

10. Finance

- a) Finances 2023/24 to date
The finances to 30th April 2023 were **noted**.
- b) Approve Bank Signatories
Two new bank signatories were required, it was **agreed** that Martin Williams, Jane Hiscocks and Jamie Lawrence would be added to the mandate, proposed by Paul Harrison, seconded by Jane Hiscocks, all in favour. Alex Hooper requested to be removed as a signatory after the May payments had been authorised. **ACTION: Clerk**
- c) Year End Finances 2022/23
The year end finances were noted.
- d) Internal Audit Report
The Internal Audit report was noted. It was requested that it was noted in the minutes that Catherine had done a great job in maintaining the records.
- e) Annual Governance Annual Return
It was **agreed** to tick 'Yes' to the statements in the Annual Governance Statement. It was **agreed** to approve the Annual Accounting Statement. It was **agreed** to declare the Council exempt from external audit. Proposed by Phil Harrison, seconded by Jane Hiscocks, all in favour. **ACTION: Clerk**
- f) Insurance Renewal
It was **agreed** that the Council renew with BHIB at a cost of £449.32, proposed by Paul Claydon, seconded by Alex Hooper, all in favour. Paul Claydon wished for the level of public liability cover to be circulated amongst councillors. **ACTION: Clerk**
Alex Hooper wished for it to be noted that the strimmer was not being stored in the agreed location at the church, noting that needed to be added to the asset register to ensure the cover is adequate. **ACTION: Clerk**
Martin Williams advised that he held an invoice for its purchase, should the clerk require it.
- g) Norfolk ALC Subscription
The Norfolk ALC subscription renewal had been invited at £95.72 which was an 11% increase on the previous year. Similar services, without the National ALC element, were offered by Norfolk PTS who had quoted £74.30 for subscription. It was **agreed** to subscribe to Norfolk PTS, proposed by Alex Hooper, seconded by Paul Claydon, all in favour. **ACTION: Clerk**
- h) Payments
It was **agreed** to pay the following, proposed by Alex Hooper seconded by Paul Claydon, all in favour:-
- | | | |
|---------------|--------------------------------|---------|
| C Moore | Salary & Expenses Apr & May 23 | £437.14 |
| HMRC | PAYE Apr & May 23 | £109.20 |
| Kerrie Wilton | Internal Audit | £55.00 |
| BHIB | Insurance Renewal | £449.32 |
| Norfolk PTS | Subscription | £74.30 |

11. Correspondence

a) General Correspondence

None.

12. Other Matters

a) Vacant Garden Plots

It was noted that there were two vacant garden plots which were being advertised on Facebook, noticeboard and other means, with no interest to date. There was concern that the empty plots need to continue to be maintained to some degree and it was thought that this is being undertaken by the remaining plot holders.

b) Ambulance Response Times

Alex Hooper reported that there has been very limited response from residents either for its role or for further funding within the village, which was hugely disappointing, this was despite several lives being saved and numerous visits to the village. It was widely publicised within the village but it seemed to be low priority. The surgeries also seemed unwilling to support/promote the service and they and residents seemed to be leaving it to the 999 NHS ambulance service. There was a need to continually raise money for it to continue as well as purchase additional equipment. Jane Hiscocks asked would it be possible again to pick up if other neighbouring parishes would be willing to contribute, it was noted that their responses previously had been luke-warm. Rocky Husain commented that she thought that it was unreasonable that they have to pay for their own fuel to attend incidents, buy their own uniform and cover the cost of their own training. It was agreed again that a letter would be sent to the neighbouring Parish Councils seeking their financial support, noting that their villages had benefited from this service. Alex may be able to supply numbers of villagers assisted

ACTION: Clerk

c) General Power of Competence

It was confirmed that the Council had been more than two thirds elected; and that the Clerk held the CiLCA qualification, therefore the Council **agreed** to adopt the General Power of Competence, proposed by Alex Hooper, seconded by Phil Harrison, all in favour.

d) Review of Policies

It was **agreed** to re-adopt the following policies as presented, proposed by Alex Hooper, seconded by Jane Hiscocks, all in favour.

ACTION: Clerk

Data Protection Policy and Privacy Notice; Filming at Meetings Policy; Health and Safety Policy; Press and Media Policy; Training Policy; Whistleblowing Policy.

13. Date of Next Meeting

Monday 31st July 2023 7.30pm, Stiffkey Village Hall.

The meeting closed at 8.34pm.

Items for next meeting:

- Martin requested that frequency of meetings is discussed as he feels they need to be more often (this would have staffing & budget implications).

ACTION: Clerk

- Vice-Chairman role vacancy

CHAIRMAN