

**Minutes of the Meeting of Stiffkey Parish Council held on  
Wednesday 5<sup>th</sup> May 2021 at 5pm on Zoom**

**Present:** Alexandra Hooper (Chairman)  
Kerensa Claydon  
David Clifton  
Ian Curtis  
Philip Harrison  
David Smallridge  
Catherine Moore, Parish Clerk

**Also present:** County Councillor Marie Strong and one member of the public.

**1. Election of Chairman**

Alexandra Harrison was elected as Chairman, proposed by David Smallridge, seconded by Kerensa Claydon, all in favour. The Declaration of Acceptance of Office was signed and held up to the screen.

**2. Election of Vice Chairman**

Kerensa Claydon was elected as Vice Chairman, proposed by David Smallridge, seconded by Alexandra Hooper, all in favour.

**3. Apologies for Absence**

Apologies for absence were received from Ian Moy.

**4. Public Forum**

a) Public

There were no public comments.

b) County Councillor

Marie Strong was thanked for her time as a County Councillor for the Wells division, noting the considerable work she had put in to improving the area.

c) District Councillor

No report as the seat was subject to a by-election.

**5. Declaration of Interest for items on the agenda**

Alexandra Hooper declared an interest in item 12a as the neighbour of the applicant.

**6. Minutes of the meeting held on 29<sup>th</sup> March 2021**

The minutes of the meeting were **agreed**, proposed by Alexandra Hooper, seconded by David Smallridge, all in favour, and would be signed by the Chairman.

**7. Matters Arising from the Minutes**

None.

**8. Ratification of Appointment of Parish Clerk**

It was **agreed** to appoint Catherine Moore as the Parish Clerk, proposed by Alexandra Hooper, seconded by Kerensa Claydon, all in favour. It was noted that this was initially for 12 months, to see whether the distance would work for both parties.

## 9. General Power of Competence

It was **agreed** that the Council met the criteria to adopt the General Power of Competence, and **agreed** to adopt this, proposed by David Smallridge, seconded by Alexandra Hooper, all in favour.

## 10. Finance

### a) Financial Update

The financial update was noted, reporting that the Council had £6,731.87 in the bank as of 31<sup>st</sup> March 2021.

### b) General Reserve Policy

It was **agreed** that the General Reserve would be set at £5,000, proposed by Alexandra Hooper, seconded by Kerensa Claydon, all in favour.

### c) Internal Audit Report

The Internal Audit Report and Action plan was received and noted. All points raised were in hand to be completed shortly.

### d) Approve Annual Governance Annual Return

The Annual Governance Statement and Annual Accounting Statement were shared on screen and **agreed**, proposed by Alexandra Hooper, seconded by David Smallridge, all in favour. It was **agreed** that the Council would declare itself exempt from external audit. **ACTION: Clerk**

### e) Subscription to Norfolk Association of Local Councils

It was noted that Norfolk ALC had been very helpful to Stiffkey when the previous Clerk passed away, even though the Council did not subscribe. It was **agreed** to subscribe for the year at a cost of £83.72, proposed by Alexandra Hooper, seconded by David Smallridge, all in favour. **ACTION: Clerk**

### f) Insurance Renewal

The Clerk presented four quotes for insurance cover, comparing the levels of cover offered. The current insurer was the most expensive. It was **agreed** to move insurance cover to Community Action Suffolk at a cost of £374.50, proposed by Alexandra Hooper, seconded by Kerensa Claydon, all in favour. **ACTION: Clerk**

### g) Payments

It was **agreed** to pay the following:-

C Moore	Salary & Expenses April & May 2021	£377.58
HMRC	PAYE April & May 2021	£88.20
Eon	Street Light Electric	£23.92
TT Jones	Street Light Maintenance	£33.06
Kerrie Wilton	Internal Audit	£50.00

## 11. Correspondence

### a) General Correspondence

None.

## 12. Other Matters

### a) Repair to Street Lights

At the last inspection a defect had been identified requiring a repair at £45.62 plus VAT. It was **agreed** to go ahead with this repair, proposed by Alexandra Hooper, seconded by David Smallridge, 5 in favour, 1 against. **ACTION: Clerk**

It was **agreed** to delegate approval for repairs up to £50 to the Clerk in consultation with the Chairman, proposed by Alexandra Hooper, seconded by David Smallridge, all in favour.

b) Adoption of Policies

The policies were adopted, with some minor changes to the names of Councils required. The Complaints Policy had been presented as the wrong PDF so would be brought back to the next meeting. **ACTION: Clerk**

The Freedom of Information Guide had 'Parks and Playing Fields' removed.

The Training Policy had 'A budget will be set side for training annually.' added.

With these amendments, the following policies were **agreed**:

- Data Protection Policy & Privacy Notice
- Grant Awarding Policy
- File Retention Policy
- Filming at Meetings Policy
- Freedom of Information Guide
- Health and Safety Guide
- Lone Worker Policy
- Press and Media Policy
- Training Policy
- Whistleblowing Policy

c) Banking Arrangements

The Chairman reported that the service from Barclays had been atrocious, and that she was still not able to change the address from the late Clerk's home address. It was noted that Unity Trust Bank specialised in Parish Councils and the Clerk's other councils all banked with them, at a cost of £6/month. It was **agreed** to move to Unity Trust Bank, with signatories to be Alexandra Hooper, Kerensa Claydon, Ian Curtis and David Clifton, proposed by Alexandra Hooper, seconded by David Smallridge, all in favour. **ACTION: Clerk**

d) Telephone Box

It was **agreed** to give permission for the telephone box restoration to be done by the landowners rather than through the Parish Council, noting that the box remained in the ownership of the Council, and that the future use would be determined by Council. The Chairman **agreed** to draft a letter which would be sent by the Clerk.

**ACTION: AH / Clerk**

e) Traffic and Highways

The Chairman had circulated an update on the situation with traffic and highways in the village, following a walk around with the Highways Engineer. The Parish Council could paint the posts next to the speed limit roundalls, and could acquire some 'no parking' cones. White lines would be painted onto some corners, which would then allow for enforcement action. It was noted that if parking was restricted, speeding could increase. H lines were suggested as a useful tool. The Chairman would draft a summary paragraph of the discussions, to be put into the local newsletters.

f) Return to Face to Face Meetings

A report and risk assessment was presented noting that a return to face to face meetings was required now that Zoom meetings could no longer be held. It was **agreed** to hold the July at the Village Hall – inside or outside depending on weather and vaccinations.

It was **agreed** that if another lockdown occurred and Zoom meetings were not legal, the Council would give the Clerk delegated powers in consultation with the all Councillors via a Zoom meeting, to be held on the scheduled date of the Council meeting, and to be open to the public to observe.

### 13. Planning

#### a) New Applications

PF/21/1102 Church Cottage, Church Street: Two storey front and rear extensions following removal of conservatory, alterations to boundary wall.

The following concerns were raised regarding the application:

- No signs had been put up outside the property advertising the planning application.
- No design and access statement had been included with the papers.
- Neither Highways or the Landscape Officer had been consulted, this was important because the boundary wall was being changed and would be 1M away from the A149.
- There was a history of bats on the site, so an ecological survey should be requested.

*Ian Curtis left the meeting at 6.05pm*

It was noted that the application was in a conservation area, adjacent to listed buildings. It was felt that generally the application offered improvements. It was **agreed** that Alexandra Hooper would draft a response which would be circulated to Councillors before submission. **ACTION: AH / Clerk**

#### b) Decisions

None.

#### c) Applications Considered Between Meetings

None.

#### d) Review Planning Application Policy

The draft Planning Application Policy was considered, and a number of additions were put forward. It was **agreed** that these were acceptable in principle, and that the document would be ratified at the July meeting. **ACTION: Clerk**

A pro-forma was being developed for all councillors to complete when applications were considered between meetings, this work by Alexandra and Kerensa would continue, with an example to be circulated for consideration. **ACTION: AH / KC**

### 14. Date of Next Meeting

The next meeting would take place on Monday 19<sup>th</sup> July 2021 at 7pm at Stiffkey Village Hall.

The meeting closed at 6.15pm.

**CHAIRMAN**