

**Minutes of the Meeting of Stiffkey Parish Council held on
Monday 25th January 2021 at 7pm on Zoom**

Present: Alexandra Hooper (Chairman)
Kerenza Claydon
Ian Curtis
Philip Harrison
David Smallridge
Catherine Moore, Locum Parish Clerk

Also present: None.

1. Apologies for Absence

Apologies for absence were received and approved from Ian Moy and David Clifton.

2. Public Forum

a) Public

There were no public comments.

b) County Councillor

Not present.

District Councillor

Apologies received due to ill health.

3. Declaration of Interest for items on the agenda

There were no declarations of interest.

4. Minutes of the meeting held on 24th September 2020

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

5. Matters Arising from the Minutes

The Chairman placed on record the sad passing of Parish Clerk Glynis Williamson in November 2020. She expressed the Council's condolences and reported that she had attended the funeral and sent a card on behalf of the Council.

6. Finance

a) Financial Update

The financial update was noted, reporting that the Council had £10,107.68 in the bank as of 24th December 2020.

b) Re-approval of 2019/20 Annual Return

As the Annual Return had been presented without an internal audit, or figures in the documents, the decision to approve it at the last meeting was not valid.

The Internal Audit Report was noted. The Clerk noted that the Internal Auditor should have ticked 'Yes' to Statement L regarding advertising of electors rights in 2018/19, and would query this with her.

The Annual Governance Statement was **agreed**. The Annual Accounting Statement was **agreed**. It was **agreed** to declare the Council exempt from external audit, proposed by Kerenza Claydon, seconded by David Smallridge, all in favour.

c) Payments

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

G Williamson	Final Salary	£1,982.40*
HMRC	PAYE	£470.60*
Information Commissioner	Registration (Annual)	£35.00
The Poppy Appeal	Wreath	£18.50
North Norfolk District Council	Dog Bin Emptying	£218.40
K Wilton	Internal Audit	£50.00
TT Jones Electrical Ltd	Street Light Maintenance – Overdue	£428.52
TT Jones Electrical Ltd	Street Light Maintenance – December	£33.06
Stiffkey Village Hall	Village Hall Insurance	£550.93
Local Lynx	Newsletter Donation	£87.50
Stiffkey Village Hall	Cottage Access Payment	£1,500.00
North Norfolk District Council	Licence Fee 2019-2021	£200.00

*The Chairman noted that these sums represented what was due to Glynis, however some issues had cropped up with PAYE which were being dealt with by the Clerk and HMRC, therefore payment could not be released until these had been resolved.

It was **agreed** that the village hall insurance should be subject to three quotes at the next renewal and noted that the Council paid this in lieu of hire charges, as a donation to the running of the Hall.

7. Correspondence

a) General Correspondence

None.

8. Planning

PF/20/2526 Seacrest, 154 Camping Hill: Single storey side extension, dormers, rooflights to front and rear to allow for use of loft as living space.

The Council held a neutral stance on this application but felt that the comments previously submitted should be re-submitted. The Chairman **agreed** to forward these.

ACTION: AH / Clerk

It was felt that the Council should set up a formal process for receiving and dealing with planning applications between meetings. The Council also wished to discuss with North Norfolk District Council why their views were not taken into account, and why they were not given the opportunity to comment on revisions to plans. It was suggested that an officer from the planning department could be invited to address the Council. The Clerk was asked to put this onto the next agenda. **ACTION: Clerk**

9. Other Matters

a) Review of Standing Orders and Financial Regulations

The draft Standing Orders and Financial Regulations, which were the model documents, were **agreed**.

b) Recruitment of Parish Clerk

The draft documents were presented and discussed. It was **agreed** to advertise the position on the hours and salary presented. The Clerk would circulate this to local clerks in the area, and would advertise with Norfolk ALC and Norfolk PTS. It was **agreed** that the interviewing and selection process would be delegated to the Alexandra Hooper and Kerenza Claydon. **ACTION: Clerk**

Kerenza Claydon **agreed** to put the vacancy details in the noticeboard and would create an eye-catching poster for this.

ACTION: KC

c) Budget and Precept Setting 2021/22

The draft budget and precept was presented. Following minor adjustments, it was **agreed** to set the precept at £5,192, representing a 1.71% increase, £39.23 per Band D household, proposed by Philip Harrison, seconded by David Smallridge, all in favour. It was **agreed** that a mid-year review of the budget would be scheduled for July 2021. **ACTION: Clerk**

d) Community Library – Telephone Box

The Chairman reported that she had been approached again regarding using the phone box as a community library. Councillors felt that at present there was a risk of transmission of the Covid-19 virus through such a facility, but that further plans regarding curating and keeping tidy of such a facility could be considered if submitted. It was noted that there was already a book swap in the church, and the Chairman **agreed** to speak with them about theirs. **ACTION: AH**

It was noted that the Council was still interested in exploring converting the telephone box into a defibrillator. The Clerk reported that she had very recently completed this project with the Community Heartbeat Trust at a cost of £1,600 plus VAT. It was noted that the Townsend Arms wished to repaint the box, which was **agreed** to go ahead.

The Clerk was asked to respond to the enquirers regarding the book swap noting that all options were being considered, including housing a defib, and that the concept of a book swap would be included in these considerations. **ACTION: Clerk**

10. Items for Next Agenda

- Traffic – the Chairman **agreed** to put together a briefing note of what issues had been looked at to date and how this could be moved forward. This would be circulated to councillors for input. The Clerk suggested that the Parish Partnership Scheme could offer matched funding for highways projects.

ACTION: AH / Clerk

11. Dates of Next Meeting

The next meeting would take place on Monday 29th March 2021 at 7pm at Stiffkey Village Hall, or on Zoom depending on government guidance at the time.

The meeting closed at 8.10pm.

CHAIRMAN