

# STIFFKEY PARISH COUNCIL

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Minutes of the Parish Council Meeting of Stiffkey Parish Council on Monday 22<sup>nd</sup> May 2017 to include the AGM at 7p.m. at Stiffkey Village Hall.

**Present:** Vincent Fitzpatrick (Chair) Cllrs Cooke, Curtis, Harrison, Jones,

1) Apologies and declarations of interest. There were no apologies Cllrs Cooke, and Harrison declared an interest in item 4f.

2) Election of Chair. (AGM) AJ proposed Vincent Fitzpatrick as chair seconded by CC. There were no other nominations and VF accepted the position. There were no nominations for vice chair this item was carried over to the next meeting.

3) To approve the minutes of 4<sup>th</sup> January and 10<sup>th</sup> April 2017, and matters arising not on the agenda. On the proposal of CC seconded IC both minutes were confirmed as a true record. Cobbled path VP apologised for taking no action on this but he had been unsure of the location he will follow this up.

#### 4) Governance and Financial Matters

a) To confirm the following cheques were cancelled:

Came & Co – Insurance Thaxters – payment for shed and fence

b) Confirmation of Direct Debit payments

Eon Electricity	June	£76.50	Eon Electricity	May	£80.98
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c) To approve the following payments:

Came and Company	2017/18 Insurance	Tbc at meeting
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G Williamson	Purchased of filing system	£22.47
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The clerk confirmed that the insurance for 2016/17 had included all the PC assets and items belonging to SSSC these included the new playground equipment, the pavilion and some street furniture. The clerk had sent a full list to CC who was chair of SSSC, they were unaware of this. They were now looking to insure their own equipment. The Clerk would request a revised quote from Came and Co but would ask that the SSSC assets were not removed until SSSC confirmed they had insurance. All agreed this course of action. The second cheque for G Williamson was proposed by AJ seconded CC.

**Action: Clerk to contact Came and Co**

d) To agree the annual accounts for 2016/17. The accounts had been distributed amongst the Councillors. The Clerk confirmed she could find no details of money ringfenced for the village hall or SSSC. A grant of £572 had been received from the Big Society Fund plus a further £200.00 had been agreed for the allotments to help with the cost of the shed and fencing, of this £772.00, £61.98 had been spent on fencing, leaving £710.02 available spend. £2,500.00 (grant from Sheringham Shoal) had been set aside for LED lighting, none of this had been spent.

Of the transparency fund £203 remains to be spent.

The Clerk explained she had contacted NNDC re auditing of the accounts she had not been involved in the 2016/17 accounts so her husband was prepared to act as auditor.

On the proposal of AJ seconded IC Andrew Williamson was accepted as auditor.

On the proposal of CC seconded AJ the accounts were accepted.

e) To agree and sign the annual governance statement for the year 2016/17. The clerk read the annual governance statement. There was concern over some recent events and councillors agreed the following statement should be included in the minutes.

The current position is that the councillors are happy with the figures during the year but accept they were previously not fully aware of proper operational controls. They now consider they are fully aware and compliant. They have corrected the issue and can move forward knowing what they need in terms of financial controls.

With this statement included in the minutes on the proposal of CC seconded AJ the governance statement was accepted.

**Action: Clerk to send paperwork items e and f to External Auditors.**

f) To discuss and decide on application of Grant for £2,000 to Stiffkey Social Services Committee. VP opened the discussion by suggesting a line was drawn regarding previous meetings and this was dealt with as a new item. A request had been made for further information regarding the number of residents who would benefit from this project. CC responded that this would be available for all children and families in the village. It would also be available to any visitors to the village and to encourage outsiders into the village. There was concern this was 50% of the precept money being requested for a project that would only benefit a small percentage of the residents. IC had several questions including the height of the fence, risk assessment and was the fencing sufficient to prevent balls from the cricket matches landing in the playground. If this grant was awarded it would come from the Open Spaces Act 1906 not under section 137 so there would be no limit on the amount given. This funding was part of matched funding with £2,000.00 from Victory Housing Trust. The £2,150.00 requested from the Big Society Fund had been refused the SSSC were appealing. AJ said that she was in agreement with the need for the fencing but felt the £2000 from the PC was a large amount she suggested the PC award £1000 now and if the appeal to the BSF was unsuccessful the SSSC comes back to the Parish Council who would revisit the situation, A further application form would not be required. CC was unhappy at this suggestion and requested a recorded vote on the application as submitted with no variance. Councillors Cooke and Harrison were unable to vote because of their interest.

The vote was as follows Councillor Curtis against; Councillor Jones abstention; Councillor Fitzpatrick abstention.

A second vote was taken regarding the awarding of £1000 now and to revisit the application once the result of the appeal to the BSF was known, a request for a recorded vote was made by Cllr Cooke.

The vote was as follows Cllr Curtis In favour Cllr Jones In favour Cllr Fitzpatrick Abstention

It was agreed to award £1000 to SSSC.

**Action: Clerk to notify SSSC in writing of decision.**

#### 5) Continued Business

a) LED lights update. Quotes had been received before 31/12/2016 the quote for TT Jones £155.00 per unit, Wesmacote £165.00 per unit. TT Jones had agreed to drop their monthly maintenance contract of £82.16 per month if awarded the contract. After discussion regarding the type of lights and consideration as to whether they were suitable for a small country village it was agreed councillors should defer the decision to the next meeting. Councillors were asked to visit Wighton to look at their lights both during the day and when alight. It was felt there should be further investigation into the type of lights,

**Action:** AJ to investigate types of lights available.

b) Allotment shed update. To discuss and decide upon purchase of new shed. The request for the shed was because there was no water on site this could be used to collect run off rainwater. Allotment holders had suggested they would not be happy to leave items in the shed as they may get stolen. The fence which was ordered several months ago has still not been erected. There had also been a complaint from a resident at Camping Hill concerned this would spoil his view. It was agreed the clerk should go back to Davy Jackson and ask if they still wanted the shed and if they wanted it delivered and or erected. The allotment shed should be a matter for the allotment holders and the complaint and previous comments regarding access should be referred to them.

**Action: Clerk to advise allotment organiser New shed may be purchased up to £710.02**

6) New business – none reported.

7) Planning. PF/17/ Demolition of garage erection of new garage and studio, erection of porch to front elevation and first floor rear and single storey extensions. Holly Breck House, Greenway. Cllr Cooke declared an interest. There were no further comments.

#### 8) Correspondence

Environment Agency Overview of Work

Hags Special Offers on Playground Equipment

StageCoach Coast Hopper timetables.

Local Government Boundary Commissions Electoral review Final recommendations

#### 9) Dates of next Meeting.

It was decided there should be a meeting on Tuesday 20<sup>th</sup> June to move things forward then 24<sup>th</sup> July; 25<sup>th</sup> Sept

10) Agenda Items for future meeting Website, Standing orders, footpaths to include Regular maintenance permissive footpaths and the 2020 deadline for declaring footpaths. Street lights, insurance, playing field grant update, nominations for vice chair. The meeting closed at 21.15.