# **Norton Subcourse Parish Council**

# **Clerk: Christine Smith**

**26 Loddon Road, Norton Subcourse, Norwich, NR14 6RT**

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## **MINUTES**

#### **of the Annual General Meeting**

#### **of Norton Subcourse Parish Council**

#### **held at Norton Methodist Chapel**

#### **on Wednesday 17 May 2017**

**Present** – Cllrs Andrew Wright, Geoff Collen, Nigel White, Linda Edwards, Len Harper and Mike Hedley. Also present was Christine Smith (clerk) and District Councillor William Kemp

1. **Election of Chairman:** Cllr Andrew Wright was nominated to be chairman. This was proposed, seconded and Mr Wright was elected unopposed.
2. **Declaration of acceptance of office:** This was signed by Cllr Wright and witnessed by the clerk.
3. **Election of Vice Chairman:** Cllr Jim Rampling was nominated to be vice chairman. This was proposed, seconded and Mr Rampling was elected unopposed in his absence.
4. **Declaration of acceptance of office:** This would be signed by Cllr Rampling when next in attendance.
5. **Apologies** – were received and accepted from Cllr Jim Rampling and County Councillor Margaret Stone

**It was AGREED that the agenda order would change**

1. **District Councillor Report** – Cllr William Kemp reported on the possible impact of the upcoming General Election. He added that the Broads Authority would be carrying out a review of stakeholders, including parish councils, within their area. Cllr Kemp encouraged the parish council to respond to the review when publicized.

**The meeting returned to the agenda order**

1. **Declarations of interest** – None
2. **Previous Minutes** – the minutes of a meeting held on Wednesday 15 March 2017 were circulated, APPROVED and signed.
3. **Planning Decisions** – the following was noted:
	* + 1. 2017/ 0597 – Mr Neil Russell, 1 Ivy Cottages, The Street, Norton Subcourse – proposed log cabin annexe to replace timber and block workshop – APPROVED with conditions, delegated
4. **Planning Applications** – the following was noted:
	* + 1. 2017/ 0597 – Mr Neil Russell, 1 Ivy Cottages, The Street, Norton Subcourse – proposed log cabin annexe to replace timber and block workshop – APPROVE; the parish council had some concerns over access to property and possible overdevelopment, following the recently approved application at the same property - *The above application required a response before the meeting. The clerk was delegated authority to respond with the above comments after consultation with councillors.*

*The following application was received after publication of the agenda; the clerk was delegated authority to respond after consultation with councillors*

* + - 1. 2017/1069 - Violet Cottage, The Street, Norton Subcourse – proposed side, front and rear extensions - APPROVE
1. **Planning Correspondence** – none
2. **Finance** – the following items were considered:
3. Payment of clerk’s salary for first quarter - NOTED
4. Payment of PAYE on above – NOTED
5. Payment of the clerk’s expenses of £30 (Broadband provision for April and May 2017) – APPROVED
6. Payment of the Annual Subscription to the Norfolk Association of Local Councils of £101.47 was APPROVED
7. Payment of invoice from Thurlton Parish Council for £134.40 as payment for contribution to newsletters February 2016 to May 2017 inclusive was APPROVED
8. The accounts for year ending 31 March 2017 were APPROVED and signed
9. The Annual Governance Statement for 2016/17 was APPROVED and signed
10. The Annual Accounts and audit statements for 2016/17 were APPROVED and signed

*The following item was received after publication of the agenda and payment would be ratified at the next meeting:*

1. The renewal of the council’s insurance policy with Aon Insurance Ltd at £222.60 was APPROVED
2. **CIL Purchase of Sign for Muck Quay** – The Chairman had made enquiries to the Broads Authority as to whether this would be permissible. He was still awaiting a response from the Authority. The matter would be carried forward to the next meeting and District Councillor Kemp would make enquiries.

**The adjournment for public participation was not required**

1. **Chairman’s Report** – Cllr Andrew Wright reported that he had received a thank you letter from the Village Hall in appreciation of the parish council grant. The Methodist Chapel had received a ten-year interest free loan to cover additional repairs to the roof.
2. **Parish Councillors’ Reports** – no reports
3. **District and County Councillors Reports** – District Councillor William Kemp’s report had been delivered earlier in the meeting and County Councillor Margaret Stone’s report was as circulated.
4. **Correspondence** – correspondence, as previously circulated, was NOTED.
5. **Next Meeting** – the next scheduled meeting would be held on Wednesday 19th July 2017
6. **Close** – the meeting closed at 8.35pm

 Signed…………………………………

 Date……………………………………