# **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 16 May 2018**

**Present** – Cllrs Andrew Wright, Geoff Collen, Nigel White, Linda Edwards, Len Harper and Jim Rampling (until 7.50pm). 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.
4. **Declaration of acceptance of office:** This was signed by Cllr Rampling and witnessed by the clerk. Cllr Rampling then left the meeting.
5. **Apologies** – were received and accepted from Cllr Mike Hedley and County Councillor Margaret Stone
6. **Declarations of interest** – None
7. **Previous Minutes** – the minutes of a meeting held on Wednesday 21 March 2018 were circulated, APPROVED and signed.
8. **Planning Decisions** – none
9. **Planning Applications** – The following application required a response before the meeting; the clerk was delegated authority to respond with the council’s view after consultation:
   * + 1. 2018/0757 – Mr Bradley Thompson and Ms Sarah Barber, The Cottage, Croft Road, Norton Subcourse – proposed two-storey extension, front entrance porch, external rendering and changes to fenestration - APPROVE
10. **Planning Correspondence** – none
11. **Finance** – the following items were considered:
    * + 1. Payment of the clerk’s salary for the first quarter was NOTED
        2. Payment of PAYE to HMRC on item ‘A’ was NOTED
        3. Payment of the clerk’s expenses of £30 (Broadband provision for April and May 2018 at £15.00 per month) was APPROVED
        4. Payment of the annual subscription to the Norfolk Association of Local Councils of £132.41, which includes £30 for hosting the parish council website, was APPROVED
        5. Payment of the parish council insurance premium of £198.59 was APPROVED
        6. Receipt of the first part of the precept of £1,155.00 and CTS grant of £42.00, total £1,197.00 was NOTED
12. **Certification of Exemption** **2017/18** – it was AGREED that Norton Subcourse Parish Council was exempt from a Limited Assurance Review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 for the financial year 2017/18 and the Certificate of Exemption for Smaller Authorities where gross income or expenditure did not exceed £25,000 in the year of the accounts ended 31 March 2018 was SIGNED
13. **Accounting and Annual Governance Statements for 2017/18** – were reviewed, APPROVED and SIGNED
14. **CIL Purchase of Noticeboard** – the council considered the purchase of a parish council noticeboard using CIL receipts. It was AGREED that the matter would be deferred until the next meeting
15. **Refurbishment of Directional Fingerpost** – the council considered establishing a project to refurbish the fingerpost at the Low Road/New Road junction with the help of local volunteers. It was AGREED that Cllr Nigel White would speak to the volunteers to arrange a meeting to discuss what is required. This would be discussed further at the next meeting.

**A change in the agenda order was proposed and AGREED**

1. **District and County Councillors Reports** – District Councillor William Kemp reported that as a new financial year had started, he had funding available for local projects. South Norfolk Council was working to find a solution to ‘Not Spots’ in the district, aiming to provide a minimum of 10mb of Broadband service to every household by the end of the year.

County Councillor Margaret Stone’s report was as circulated.

**The meeting returned to the order of the published agenda**

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

1. **Chairman’s Report** – Cllr Andrew Wright reported that there was repair work underway on the Yare river wall near Reedham Ferry**.** He added that fundraising events would shortly be taking place to raise funds for the Methodist Chapel.
2. **Parish Councillors’ Reports** – Cllr Geoff Collen reported that a speed limit sign had not been reinstated following work on the roadside verge on Loddon Road near the Old School House.
3. **Correspondence** – correspondence, as previously circulated, was NOTED.
4. **Next Meeting** – the next scheduled meeting would be held on Wednesday 18 July 2018
5. **Close** – the meeting closed at 8.30pm

Signed…………………………………

Date……………………………………